**This application is for reference and preparation only. Applications are NOT accepted by mail or email. Only application submitted via the online portal will be accepted.** [**Visit our website**](https://www.andersenwindows.com/about/community/) **for a link to the online portal.**

Required fields are indicated with an asterisk. Word limits are stated when relevant; if not stated, no limit.

**Organization and Contact Information:**

1. Organization Legal Name\*
2. Also Known As (if applicable)
3. Mailing Address\*
4. City\*
5. State\*
6. Zip Code\*
7. Website\*
8. Federal Tax ID/EIN Number\*
9. Mission Statement or Brief Overview of Organization\*
10. Brief Overview of Major Programs/Services Provided by Organization\* (one to two paragraphs)
11. Total Annual Budget\*
12. Fiscal Year Begin and End Dates\*
13. Organization Primary Contact:
	1. Prefix\*
	2. First Name\*
	3. Last Name\*
	4. Title\*
	5. Email\*
	6. Office Phone\*
14. Contact Person for Request
	1. Prefix\*
	2. First Name\*
	3. Last Name\*
	4. Title\*
	5. Email\*
	6. Office Phone\*

**Request Information:**

1. Have you contacted the Andersen Corporate Foundation in advance with a brief description of your request?\* (suggested, not required)
2. Project Title\* (20 word limit)
3. Project Overview\* (75 word limit)
4. Project/Program Start Date\* (Note: grant period should generally be 12 months or less.)
5. Project/Program End Date\* (Note: grant period should generally be 12 months or less.)
6. Requested Amount\*
7. Project/Program Budget\* (if request is for general operating funds, please list operating budget for organization)
8. What best describes the type of support you are requesting?\* (Drop-down choices: capital campaign support; general operating support; project/program support)
9. If requesting capital campaign support, please note preferred timing and number of installments of payments.
10. Geography Served\* (Drop-down choices: Minneapolis/St. Paul/St. Croix Valley; Goodyear, AZ; Des Moines, IA; Dubuque, IA; Detroit, MI; Garland, TX; Luray, VA; Menomonie, WI, Pittsburg, PA)
11. If serving Minneapolis/St. Paul/St. Croix Valley (including western Wisconsin), please describe in more detail where your programming is offered. (Ex: Minneapolis and St. Paul; western metro; eastern metro; western Wisconsin; or feel free to list specific cities where you offer programming.)
12. The Andersen Corporate Foundation is committed to support inclusive organizations. Does your organization deny services, employment, or volunteer involvement on the basis of race, color, culture, ethnicity, national origin, age, gender, sexual orientation, religion, education, language, or disability status?\* Note: The Andersen Corporate Foundation does not intend to deny support for organizations/programs that serve specifically defined populations (ex: girls, veterans). (Drop-down choices: yes; no)
13. Project Focus Area\* (Drop-down choices: education; healthcare; housing; hunger relief)
14. Project Description: Explain the project, including detail on strategies/approach, specific activities/deliverables, and timeline.\* (Use as much space as needed to answer the question – this should be the primary description of your request.)
15. Describe the population that will be impacted by this request, including an estimate of the number of individuals to be served.\*
16. Project Impact: Describe expected outcomes and impact of project, including any metrics you will track to measure success. What results will your project achieve?\*
17. Is there any other information you would like to share about the project? (250 word limit)

**Attachments:**

1. 501(c)(3) tax determination letter\*
2. Organization Budget\* (Share the organization budget in your preferred format. Must include both REVENUE and EXPENSES.)
3. Project Budget\* (Share the project budget in your preferred format. Must include both REVENUE and EXPENSES. If possible, please note which revenue sources are secured and which are pending.)
4. Most Recent Financial Statements\* (If your organization is required to complete an audit, please submit most recent audited financials. If your organization is not required to complete an audit, please submit your most recent year-end financial statements.)
5. Most Recent IRS Form 990\*
6. List of Board of Directors

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