

### ORGANIZATIONAL INFORMATION

Name of Organization Applying: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Web Site: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

### REQUEST INFORMATION

Project/Program Title: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

Total Project/Program Cost: \$ \_\_\_\_\_ Request Amount: \$ \_\_\_\_\_

When are Funds Needed? \_\_\_\_\_ Beginning & Ending Date of the Project: \_\_\_\_\_

#### TYPE OF REQUEST (Check Only One)

☐ Program
 ☐ Capital
 ☐ General Operations
 ☐ Endowment

Requestor (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Type Name and Title: \_\_\_\_\_

The applicant, by applying for funds, hereby also certifies that, should a grant be made, and upon request of the Society of Plastics Engineers' Education Foundation, will supply proof of fiscal responsibility and funds were utilized as presented in this request.

### NARRATIVE INFORMATION REQUIRED

The applicant applying for funds must include, on separate sheets, the following information listed in the bullet points below. The information should be as concise as possible but still convey the intent, requirements, necessity and the results proposed if the request is funded.

#### I - Request Summary

A brief, but concise, summary of the project containing the scope and costs involved. This should include, but not limited too, the amount requested, the number of people involved and influenced by this request, how the project will be implemented and administered, the time elements entailed, any historical data, and any other pertinent data you feel will aid in the grant's evaluation.

#### II) Success Measurements

Define the metrics to be used in determining the accomplishment of the project goals.

#### III) Itemized Project Budget

Show an itemized breakdown of the elements, by cost.

#### IV) Funding Sources -

List any other source of income contributing to the project such as fund raisers, other foundation grants, corporate donations, etc.

#### V) Prepared By -

List the name of the preparer with title and institution, the address, phone number, fax number and e-mail address where he or she can be reached if questions arise.

#### VI) Award Notification

Confirm who is to be named on the check and where it is to be mailed, if awarded.

**Submit request by E-mail to: [Kent.Attwell@Sabic-ip.com](mailto:Kent.Attwell@Sabic-ip.com)**