

**REINHOLD INDIVIDUAL LEADERSHIP DEVELOPMENT INITIATIVE
A PROGRAM OF THE PAUL E. AND KLARE N. REINHOLD FOUNDATION, INC.**

HOW TO APPLY

Individual Leadership Development Program

Applicants for the Individual Leadership Development Program should **complete the attached [Grant Application for The Individual Leadership Development Program](#)**. With the application, please submit the following:

1. A letter from the organization's board chair supporting participation in the selected leadership training program.
2. A current resume of the individual selected by the organization to participate in the training.
3. A copy of the training program curriculum. (If using a consultant, please include a copy of the consultant's credentials and client list.)
4. A detailed budget for training, including tuition, travel, and other associated costs.
5. A copy of the organization's most recent audited financial statements or 990 Tax Return. If your organization files a 990-N (postcard) return, please also provide a copy of your most recent financial statements.
6. A copy of the most recent letter of exemption from the Internal Revenue Service demonstrating that the organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and classifying the applicant as "not a private foundation" under Section 509(a), (1) or (2) of the Internal Revenue Code.

Applications should be submitted to:

Amy Parker
Executive Director
The Paul E. and Klare N. Reinhold Foundation, Inc.
1845 Town Center Boulevard
Suite 105
Fleming Island, Florida 32003
aparker@reinhold.net
904-269-5857 ext.404

DEADLINE for applications:

Applications must be received by Wednesday, November 16, 2011.

Awards:

Applying organizations will be notified of the status of their application by Monday, December 19, 2011.

Reporting Requirements:

Successful applicants will be required to submit a final report upon completion of the program, or no later than September 15, 2012. The Paul E. and Klare N. Reinhold Foundation, Inc. may request a follow-up interview with the grantee 6-12 months after conclusion of the program

2012 INDIVIDUAL LEADERSHIP DEVELOPMENT GRANT APPLICATION

Grant funds requested must be used to accomplish one or more purposes described in the Internal Revenue Code Section 170(c)(2)(b).

1. Amount of request (maximum request is \$5,000):
2. Name of organization:
3. Employer Identification Number:
4. Mailing address:
5. Contact person and title:
6. Email address of contact:
7. Phone number of contact:
8. What is your organization's mission?
9. What geographical area do you serve? How many Clay residents do you impact annually?
10. Please provide a summary on the use of the requested funds (i.e. **type of training, purpose, goals, and expectations**). Please also attach a current resume of the individual selected by the organization to participate in the training.
11. Who will perform the training and when and where will it occur? Please attach a copy of the training program curriculum. (If using a consultant, please include a copy of the consultant's credentials and services to be provided.)
12. Attach a copy of your project budget (tuition, materials, travel, etc.).
13. If the funds being requested in this application will not cover the entire cost of training, where will you get the additional funds for the training?
14. Please provide the names of your Board of Directors. Please attach a letter from the Board Chair supporting participation in the selected leadership training program.
15. Attach a copy of your IRS 501(c) (3) Exemption Letter and a copy of your most recent audited financial statement or 990 tax return.

Signature of individual authorized to act for applicant organization

Printed Name and Title

Date Signed

All applications must be received in the Foundation office by Wednesday, November 16, 2011.

Applications will be accepted by mail, email, or hand delivery at the following:

Amy Parker, Executive Director

The Paul E. and Klare N. Reinhold Foundation, Inc.

1845 Town Center Boulevard, Suite 105

Fleming Island, Florida 32003-3358

aparker@reinhold.net

* For applications sent by email, please also call Amy at 904-269-5857 ext. 404 to verify receipt.

The Foundation will make grant decisions in December. Applying organizations will be notified of the status of their application by Monday, December 19, 2011.