

ORGANIZATION INFORMATION

Organization’s Legal Name _____

Contact Person _____ Title _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email Address _____

Fax _____ Web site _____

Organization Description:

Descriptions (25 words or less) must be typed or legibly written in the space provided below, and the administrative cost percentage* (rounded to the nearest whole%) must be provided. Please do not include the name of the organization as part of the description.

Administrative Cost Percentage _____ %

Administrative cost is defined as the management, general and fundraising expenses of the applicant as described on IRS Form 990. Administrative cost also includes payments to affiliates, except to the extent that these payments are used for program services. This percentage should be based on total expenses of the organization for the last full fiscal year.

(To compute administrative costs☺)

The percentage of administrative costs is computed from information on the IRS Form 990 by adding the amount spent on “Management & general” (line 14) to “fundraising” (line 15) and dividing the resulting total by “total revenue” (line 12).

Service Area

List ALL Missouri counties the organization serves or indicate as statewide, national or international. Organizations serving more than 50 Missouri counties will be classified as statewide, national, or international.

