

SARKEYS FOUNDATION  
PROPOSAL APPLICATION FOR A BOARD RETREAT  
2008

*Applications are accepted at any time.  
Please allow a minimum of 6-8 weeks for funding determination.*

The following form is used only for requesting funds to assist with expenses for a board retreat. Requirements for include:

- a. Completion of the following form and required attachments.
- b. An approved consultant must be engaged to facilitate the retreat.
- c. At least 75% of the board members must attend the entire retreat.
- d. The retreat must be at a minimum of six working hours. This time does not include breaks and meals.

Organization Information

- 1. Legal name of the organization: \_\_\_\_\_
- 2. Mailing address of the organization: \_\_\_\_\_  
\_\_\_\_\_
- 3. Physical address of the organization (if different than above):  
\_\_\_\_\_
- 4. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- 5. Contact name: \_\_\_\_\_
- 6. Contact Title: \_\_\_\_\_
- 7. Contact Phone Number: \_\_\_\_\_
- 8. Contact email address: \_\_\_\_\_
- 9. Executive Director name if different from contact: \_\_\_\_\_
- 10. Year the organization began: \_\_\_\_\_
- 11. Mission Statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What are the board term limits established in your by-laws (term length and number of consecutive terms, etc)?

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13. How often does your board meet? \_\_\_\_\_

14. Date of last board retreat: \_\_\_\_\_

Number of Board Members in attendance \_\_\_\_\_

Total number of Board Members \_\_\_\_\_

Was an outside facilitator utilized? \_\_\_\_\_ Who? \_\_\_\_\_

15. List of the standing Committees and how often each meets:

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### Proposed Retreat Information

16. Did you speak to a Program Officer? \_\_\_\_\_ Who? \_\_\_\_\_

17. The retreat should be held at a site that is neutral for all interested parties. A “neutral site” cannot be the organization’s office or the place of business or home of a board or staff member.

Where will the proposed retreat be held? \_\_\_\_\_

Is this a neutral location? \_\_\_\_\_ Yes or \_\_\_\_\_ No

Total Budget \$ \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Facilitator Name: \_\_\_\_\_

Retreat Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director (Signature)

\_\_\_\_\_  
Board Chair (Signature)

\_\_\_\_\_  
Executive Director (Print)

\_\_\_\_\_  
Board Chair (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please attach the following:

1. A one-page description of your organization including its history, programs, and people and geographical area served.
2. A one-page description of the planned board retreat and the goals to be accomplished.
3. A copy of the timed schedule for the retreat.
4. A current list of board members that includes their occupations (company and position within the company), years of service on the board, and the year their term will end.
5. A line-item budget for the retreat including expenses and any form of income or support. The budget must show the TOTAL BUDGET AMOUNT, Other Income Amounts (in-kind, donations, etc.), and TOTAL AMOUNT REQUESTED from the Sarkeys Foundation.
6. A copy of the Statement of Activities from the most recent audit or a signed financial statement if no audit is available.
7. A *complete* copy of the IRS tax exempt determination letter stating that your organization is not a private foundation and that it has Internal Revenue Service Code section 501(c)(3) status.