

**THE GLASS FOUNDATION**  
**One West Pack Square / Suite # 305**  
**Asheville, North Carolina 28801**

## ***Application Guidelines***

*The Glass Foundation was founded in 2000 by Kenneth E. and Nancy J. Glass with the intention of helping the Western North Carolina region thrive as a whole community educationally, environmentally, economically, and culturally and offer a distinctive quality of life.*

*The overall vision of the foundation is to enable Western North Carolina to realize a vision of itself as a premier place to both live and work by making the region a center of high quality learning and educational opportunity; helping to preserve a diverse array of natural resources; and by maintaining a rich cultural and historical heritage.*

*The specific mission of the foundation is to strive for improved environmental education and preservation, to shape the developmental and educational opportunities for children and youth, and aid in the preservation of historic sites.*

## ***Application Procedure***

*The first step in seeking support is a **concise letter of inquiry**. The letter should address the following:*

*Purpose and history of the organization.*

*Goals, objectives, and specific action plan for the project for which funding is being sought, and the population it serves.*

*Current status of the project (i.e. date established and anticipated duration).*

*Describe the need for the proposed program, why it is important to our region, and how it is different from existing programs or projects.*

*Organization's annual budget and detailed project budget with amount requested.*

*Copy of the organization's IRS exemption letter.*

*The Board reviews letters on a continuous basis and they may be submitted at any time during the year. Letters of inquiry will be reviewed within 30 days of receipt. If the project falls within the interests of the Foundation, the applicant will be notified either by telephone or by mail to submit a **complete proposal** that should address the following:*

*Mission statement of the organization.*

*Description of the organization and its background and history.*

*Full description of the proposed program, its goals and objectives, timetable for implementation, target population, and expected outcomes.*

*Plan for monitoring and evaluating the effectiveness and success of the program.*

*Identity and qualifications of the key personnel involved.*

*Names, phone numbers, email addresses, and affiliations of all directors or trustees.*

*Detailed program budget showing all committed and prospective sources of funding, including amount being requested from the Glass Foundation.*

*How the proposed program will advance the goals of the Glass Foundation.*

*The last annual financial statement, last monthly statement, and annual report.  
The plan for continuing support after Glass Foundation funding ends.  
Projected organizational operating budget for the years which the proposed program  
will be carried out.*

*A Director of the Foundation may request a site visit or to meet with key personnel involved with the project.*

*Final decisions on proposals are made by the Foundation Board of Directors, which meets semi-annually for this purpose. Grant proposals received by May 1 will be reviewed in June. Grant proposals received by November 1 will be reviewed in December.*

*Funding commitments are generally made on a year to year basis. The Foundation occasionally grants support for several years.*

### ***2005 Board Meeting Calendar***

*March 18, 2005*

*June 17, 2005*

*September 16, 2005*

*December 16, 2005*

## ***Eligibility***

*The Foundation will **not** consider requests for endowments, individuals, religious organizations, general fundraising/capital campaigns, political lobbying/campaigns, salaries, advertising, travel expenses, or deficit financing.*

*Only projects in the Western North Carolina region of the United States are considered.*

*Please send letters of inquiry to:*

***Lara Nolletti, President***  
***Glass Foundation Inc.***  
*One West Pack Square*  
*BB&T Building, Suite 305*  
*Asheville, NC 28801*