INSTRUCTIONS

Download 3 documents: this page, application page and the Statement of Priorities.

Print this page for your records.

When this page is complete email the completed application to: [eopgenpres@gamil.com](mailto:eopgenpres@gamil.com)

Record the date you receive the confirmation for your records.

1. Please complete the application as follows:

* Use .doc or .docx for the application page.
* Use .doc, .docx or pdf for the 1-3 page narrative section.
* Use .excel or JPEG for financial pages.

2. A Complete Application includes:

\_\_\_\_Application page with names, addresses, dates and signatures.

\_\_\_\_1-3 pages of narrative describing the project, how it relates to the Priorities.

\_\_\_\_the project budget.

\_\_\_\_the total cost of the project.

\_\_\_\_a list of other sources of income.

\_\_\_\_2014 year-end financials from the requesting organization.

\_\_\_\_2015 budget from the requesting organization.

3. Submit your application when:

\_\_\_\_All documents are complete and in one (1) email.

*(If you must send more than one email please send them at the same time.)*

\_\_\_\_”Mission Grant Application” is in the subject line.

\_\_\_\_Send the email to: [eopgenpres@gmail.com](mailto:eopgenpres@gmail.com)

\_\_\_\_You will receive an email confirmation of your submission within 48 hrs; or the

following Monday for late Friday through Sunday submissions.

**IMPORTANT: If you do not receive a confirmation you must call 541.212.1480 and leave a message which includes your name, a call back phone number and time and the date your application was sent.**