***GIFT COLLECTION TOOL***

*Research Request Process:*

* Please fill out this Information Collection Tool as thoroughly as possible. The more complete and comprehensive information you can provide, the more targeted the research will be.
* Within two weeks of your request, we will send you a research report cataloging the funding opportunities available to you regarding your project defined below.
* Review the research and decide which, if any, of the funders you’d like more information on.

Grant Help Desk requests should be submitted via e-mail to [gift@laninfotech.com](mailto:gift@laninfotech.com)

Please contact Eric, our Grant Specialist, with any questions at 954-892-6612

*Fill out this form as completely as possible:*

|  |  |
| --- | --- |
| Organization Name |  |
| Executive Contact Name |  |
| Executive Contact Email |  |
| Address |  |
| City, State & Zip code |  |
| County |  |
| Phone |  |
| Fax |  |
| Web Address |  |
| Estimated Project Cost |  |
| Does the project have the approval of the organization’s lead executive? Yes or No | |
| Has the organization been approved for a similar project? Yes or No | |
| Does the organization employ a grant writer? Yes or No | |

***Project Overview:***

Why is the organization seeking grant funding? What problems does the organization hope to address?

Please list in order and briefly describe the top three fields of interest with any important keywords.