



CAROLYN W. and CHARLES T.  
BEAIRD FAMILY FOUNDATION

*All Executive Summaries will be **one page only, double-spaced, 12 pt. Times New Roman font with 1" (top, bottom and side) margins and is required to be submitted in pdf format.***

*The purpose of the Executive Summary is to provide the Foundation with a one page overview of your organization and project and includes four (4) sections: **Heading**, **Expertise**, **Problem and Solution**, and **Impact**.*

**Heading**: Organization Name and the Amount of Request. **Ex:** *Carolyn W. and Charles T. Beaird Family Foundation: \$20,000*

**Expertise**: Provide a brief history of your organization, including its **founding date, mission, main activities, and website** (if available). The expertise section's purpose is to briefly tell the Beaird Foundation who you are and what you do.

**Ex:** **Expertise**: *The Carolyn W. and Charles T. Beaird Family Foundation ([www.BeairdFoundation.org](http://www.BeairdFoundation.org)) was founded in 1960 and is a small family foundation committed to improving our area of service through assisting organizations to add opportunity, freedom of action and choice, self-betterment, and a climate for change to the lives of people they serve. The Beaird Foundation is particularly interested in supporting those programs which are small, local, innovative, and perhaps even unpopular.*

**Problem and Solution**: Briefly state the problem or need your organization is interested in addressing. Describe the proposed program/project, including the main activities, who/what will benefit from the activities, length of program/project, and qualifications of the person leading the activities.

The Problem and Solution section's purpose is to "tell the story" of your project: What your project is, who you are serving, the problem that your project addresses, and the solutions that will come about through the funding of your project as well as the qualifications of those who are leading the project and the timeline of your activities.

**Impact**: Briefly describe the main outcome(s) you expect to achieve by the end of the grant period.

The Impact section's purpose is to tell the Foundation what outcomes your organization will achieve by receiving funding for your request and how your outcomes will be measured.