

GREATER SAUK COUNTY COMMUNITY FOUNDATION

Grant Application

ORGANIZATIONAL INFORMATION

Name of applicant organization: _____

Address: _____ City, State, Zip: _____

Organization Director: _____ Phone Number: _____

Contact Person for Project: _____ Phone Number: _____

Email address _____

Does the organization have tax exempt status under Section 501(c) (3)? _____

Organization's Employer Identification Number: _____

If not 501 (c) (3), please explain: _____

Date established: _____ Number of employees _____ Number of Volunteers _____

General description of organization & purposes with description of population served and principal geographic area of service (If different from above).

What are the dates of the organization's fiscal year? _____ Endowment or Reserve Funds: \$ _____

Total operating expenses for the **past** fiscal year \$ _____ **current** year budget \$ _____

PROJECT INFORMATION

Project Title: _____

Amount requested: _____ Duration of the project – From: _____ To: _____

Total project budget: _____ When are funds needed? _____

Who will directly benefit from project: _____

Number of people to be served by this project: _____ Geographical location of people to be served:

Is this project new or continuing? _____ If continuing, when started? _____

In which category does the project fit: (check one) 1. Youth _____ 2. Human Service _____
3. Health Related _____ 4. Arts/Culture _____ 5. Environmental _____ 6. Other _____

Has the governing board approved a policy that states that the organization does not discriminate as to age, race, religion, sexual orientation, disability or national origin? Yes _____ No _____

Has the organization's governing body authorized this request? Yes _____ No _____ When? _____

This application must be signed by the president or another officer of the organization's governing body:

Signature

Title

Proposal Outline for Application

Applicants seeking funds for projects should use this outline and present the request clearly and concisely. Please adhere to the recommended space limitations. The format is intended as a guide, providing direction; not every item will be relevant to every application.

I. PROJECT SUMMARY (Do not exceed ½ page)

Briefly summarize the proposed project. Identify the problem or need to be addressed, the project's objectives and the proposed strategy for achieving them. Indicate the total estimated project costs, the amount requested from the Community Foundation, and identify other principal sources of support.

II. PROJECT NARRATIVE (Do not exceed three pages)

Problem Statement or Needs assessment - Describe the significance of the proposed project to the area. Define the scope and significance of the problem or need to be addressed by the project. Document the size and characteristics of the population to be served. Indicate the level of collaboration with other agencies serving similar populations. Indicate how the proposed project would expand or complement existing community services.

Program Objectives - Describe the outcomes of the project in measurable terms. Who will be better off, and how, at the end of the grant period?

Methods - Indicate the sequence of activities needed to accomplish the program objectives. Describe staff qualifications and responsibilities, staff and volunteer training, and client selection procedures or policies. Include a project timeline. Why is this the best approach to achieve program objective?

Evaluation Plan - Describe how the applicant plans to measure the progress and ultimate success of the proposed project.

Future and Other Necessary Funding - Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount requested from the Community Foundation? If other funding is necessary to complete the project budget, where will it come from? If the project will continue, how will it be supported in the future?

Project Communication – Describe how you plan to announce and promote your proposed project. Your plan should include opportunities to inform the community about your project as well as recognize the Greater Sauk County Community Foundation.

III. PROJECT BUDGET (Do not exceed two pages)

Present a line item budget including project expenses and income sources, identifying how funds requested from the Community Foundation would be spent if requesting partial support.

IV. Financial Information for Organization

1. The organization's actual income and expense statements for the **past** and **current** fiscal years, identifying the organization's principal sources of support.
2. The organization's Statement of Financial Position (also known as Balance Sheet).

V. Submit the following attachments (only one copy of each) with the completed proposal:

1. Complete list of the organization's current officers and directors, including affiliations.
2. A copy of your organization's IRS 501(c) (3) determination letter, if applicable.

Applications (original and 9 copies) must be received or postmarked by March 1st or September 1st.

Before you mail your original application, copies and attachments, please check that you have adhered to the requirements fully. **APPLICATIONS THAT ARE INCOMPLETE OR DON'T PROVIDE REQUIRED COPIES WILL NOT BE CONSIDERED!**

Approved by Board of Directors January 21, 2005; amended April 16, 2010 and October 19, 2012.