



Office Use Only
Date Received:

Grant Application Form

(Use back of page if additional space is required.)

Date: _____

1) Legal Name of Organization: _____

2) Mailing Address: _____

3) Contact Person: _____ Telephone: _____

Position/Title: _____

Authorized Signature (CEO, Executive Director): _____

Title: _____

4) Briefly describe the applicant organization, its programs and population served.

5) Brief description of the project/program for which you are seeking funds.

6) Service area of project/program for which you are seeking funds (allocate if necessary).

7) Total cost of the proposed project/program: \$ _____

8) Amount requested from Midlands Community Foundation: \$ _____

9) Funding period — From: _____ / _____ / _____ to _____ / _____ / _____

10) Indicate the category which best describes the purpose of the grant (describe in more detail below if necessary):

Education _____ *Arts/Culture* _____ *Community/Civic* _____ *Economic Development* _____
Health _____ *Recreation* _____ *Human Services* _____

11) Budget for project or program for which you are applying for Midlands Community Foundation grant funds. Attach documentation if available. In-kind donations also should be listed.

Sources of funds (list): _____ \$ _____
and amount of each _____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Revenues: \$ _____

Expenses (list): _____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Expenses: \$ _____

Additional information that may be helpful in understanding the above budgetary figures.

(Use back of page if additional space is required.)

A. PROBLEM/PURPOSE: Describe what the project will accomplish, what benefits it will provide and what community need it will meet.

B. IMPLEMENTATION: How will this project be accomplished? By whom, where, when, etc.? Provide numbers and timetable.

C. SIZE AND DURATION: How many people will be served or affected by this project and for how long?

D. COORDINATION: Who else is addressing this need? Are there any coordination efforts between you and them? How does this project's approach differ from other already established efforts?

E. **CONTINUATION:** Will this project require continued funding? If so, identify the source of this future funding.

F. **EVALUATION:** Once completed, explain how your project has accomplished its purpose.

G. **IN GENERAL:** Identify which of the selection(s) criteria your project or program meets. If necessary, you may mark more than one. This section is for internal categorization use only.

- Beneficiary Involvement** – projects and programs that involve those people who are expected to benefit from the grant;
- Capital projects** such as construction, remodeling additions to existing buildings, and equipment purchases (only if our small grant can make a difference/impact);
- Challenge gifts** under which grant awards will be authorized, provided other donors make matching gifts; and to promote leverage for generating additional funds;
- Innovative programs** that represent an efficient approach to serving community needs and opportunities;
- Ongoing program’s projection of longevity** as evidenced by plans for continuation beyond the initial funding period;
- Partnerships** – those organizations which partner and work cooperatively with other agencies in the community;
- Seed grants** to initiate promising new projects or programs, thus allowing them to demonstrate their usefulness to the community; and assist those populations not presently being adequately served;
- Stability of the applicant** as evidenced by positive financial statements, solid future funding, and other related factors;
- Unusual** or urgent funding; and
- Volunteer involvement** – programs enlisting volunteer participation and citizen involvement.

All applications must include the following supporting documents:

1. Federal tax exemption letter.
2. Financial statements audited for the most recent fiscal year.
3. Operating budget for the current year including principal source of income.
4. Copy of organization’s by-laws.