

Calhoun-Gordon Community Foundation
Community Foundation of Northwest Georgia
P.O. Box 2226
Calhoun, GA 30703

Phone: (706) 624-5301
<http://www.communityfoundationnwga.org>

Office Use Only	
PROPOSAL #	_____
ORG name	_____
Region	_____

GRANT APPLICATION FORM

DATE _____

NAME OF ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAY PHONE _____ EVENING PHONE _____

FAX _____ EMAIL _____

501(c)(3) TAX ID NUMBER _____ DATE TAX ID RECEIVED _____

CHIEF STAFF OFFICER/TITLE _____

CONTACT PERSON/TITLE _____

FISCAL SPONSOR (if applicable) Provide sponsor's name, contact person, telephone and email: _____

Handwritten applications are accepted, but please write legibly. If you need more space to answer any of the questions, you may attach one single-sided sheet of paper. If you download and fill this form out on your computer, please keep answers as brief as possible; most questions can be answered in 1 – 3 sentences. Overall the application should be 5 pages or less (not including attachments) with a minimum font size of 11 points. PLEASE CALL (706) 275-9117 IF YOU NEED HELP FILLING OUT THIS FORM.

PROJECT OVERVIEW:

PURPOSE OF GRANT:

Grant Request: \$ _____ Period grant will cover _____

Type of request (general support, project support, technical or legal assistance, etc.) _____

Project Title (if requesting general support, write "general support") _____

Total project budget (if requesting general support, write "not applicable") \$ _____

Total organization budget: Current year (budget) \$ _____ Previous year (actual expenses) \$ _____

APPLICATION

GRANT REQUEST

1) Describe how the grant funds will be spent. Please be concise, but specific.

2) Describe community involvement: How does your organization reach out to the public? What groups or individuals will your organization collaborate with?

3) What are the desired outcomes? How will your organization measure the outcomes?

BUDGET AND FINANCIAL INFORMATION

BUDGET: *You may fill out this form or attach a spreadsheet. Please number all pages of submitted material.*
 The following worksheet is to help you estimate expenses and income for this proposal. If you are asking for general support for the overall operation of your group, provide an organization budget showing all anticipated income and expenses for the year. If you are asking for support for a specific project, provide a budget for that project only, and include expenses and income that would be assigned to that project. Please estimate volunteer labor and donated goods and services under "non-cash contributions". The categories below are only suggestions; feel free to use your own categories.

Is this a project or organizational budget? _____

What time period does this budget cover? _____

EXPENSES	INCOME	Amount	Indicate Projected or Received?
Personnel (<i>incl. taxes, stipend, & benefits</i>) \$ _____	Grants	\$ _____	_____
Professional Services _____	Donations	_____	_____
Rent & Utilities _____	Membership	_____	_____
Postage _____	Special Events	_____	_____
Equipment _____	Other (<i>please describe</i>) _____	_____	_____
Supplies _____		_____	_____
Telephone/Internet _____		_____	_____
Copying/Printing _____	Non-cash contributions (<i>please describe</i>) _____	_____	_____
Transportation _____		_____	_____
Other (<i>please describe</i>) _____		_____	_____
		_____	_____
TOTAL \$ <u>_____</u>	TOTAL	\$ <u>_____</u>	

FINANCIAL INFORMATION

1) List the 5 largest contributors (individual donors, foundations and/or government funding) and the amount they gave to your organization over the last 2 years:

2) List 3 potential contributors and the amount of support requested:

3) What percentage of your Board of Directors has made a financial commitment to your organization?

_____ %

4) How much money has been raised through fundraising efforts during the last twelve months?

GENERAL

Is there any other information that would help the Community Foundation better understand your organization?

REFERENCES

Please list contact information for two people or groups familiar with your organization that we may contact (please include phone numbers and e-mail addresses and relationship to your organization):

FEEDBACK

How long did it take to complete this application? _____

How can we make this application simpler and more understandable?

ATTACHMENTS CHECKLIST

Please include the following ATTACHMENTS with the application form, and number your pages.

- _____ Project/Organizational budget (or use the worksheet above)
- _____ Organizational financial statement from most recent completed fiscal year (profit/loss statement which shows income and expenses)
- _____ List of board of directors, advisory board or steering committee members with affiliations
- _____ List of key staff and/or volunteers with a very brief bio or description of responsibilities
- _____ 501(c)(3) determination letter, or that of the organization's fiscal sponsor (not necessary if seeking fiscal sponsorship from the Community Foundation)

The following ATTACHMENTS are OPTIONAL:

1. Press clippings
2. Newsletters or other publications
3. Letters of support (maximum of 3)

Please send 3 copies of any attachments that are larger than 8-1/2 by 11, or that are difficult to copy (such as newsletters). Submit applications and attachments by US mail, postmarked by the deadline: Please don't send via express mail, UPS or Federal Express. Faxed and e-mailed applications will not be accepted.