



community foundation

St. Clair County

Grant Application Format

The attached Grant Application is divided into the following four sections:

1. Information about your organization
2. Information about your organization's finances
3. Case for Support
4. A detailed budget of revenues and expenses for the grant

Applications must be submitted using the Foundation's Grant Application form.

Please contact the office with any questions while preparing this application. Additional information or a site visit may be requested at any stage of the evaluation process.

Application deadline: The Foundations awards grants on a quarterly basis and the deadline for submitting completed applications is the first day of January, April, July and October for decision in March, June, September and December.

Foundation Priority Areas 2007-2010 can be found on the Foundation's website at www.stclairfoundation.org under *Current Initiatives*.

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Section 1: Description of the Organization

1A Brief description the organization's history, goals, current programs and activities, specifically as they relate to the grant. (Use additional typed pages if necessary)

1B Names, affiliations and terms of office for Officers and Directors, organizational chart. (if available)

1C Additional information helpful in knowing about your organization

Section 2: Summary of your organization's finances.

2A Organization's fiscal year _____

2B Attach a copy of 1) current IRS tax exempt status letter
 2) most recent financial statement, independently audited if possible and most recent IRS form 990 filing.

2C Organization's current Annual Operating Budget. (revenues/expenses).
Use this form or your own. Note: The Grant Program/Project Budget is separately detailed in Section 4.

Revenues: Include a description and total amount for each of the following categories. Indicate which are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations	\$ _____	\$ _____
Corporations	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Earned Income		
Events	\$ _____	\$ _____
Publications and products	\$ _____	\$ _____
Membership income	\$ _____	\$ _____
In-kind support (specify)	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL REVENUES	\$ _____	\$ _____

Expenses:

Salaries, payroll taxes, fringe benefits	\$ _____
Consultants and professional fees	\$ _____
Insurance	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies, printing, copying, telephone, fax, postage	\$ _____
Rent, utilities, maintenance	\$ _____
Evaluation	\$ _____
Marketing	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____

If Revenues do not equal Expenses please provide explanation

Section 3: Case for Support.

3A. Executive Summary of Program/Project

3B. In two pages or less present your Case for Support by answering the following five questions. It is requested that you be specific, use bullet points to list ideas and include specific examples and statistics.

1. What is the problem or social need (the big picture)?
(Provide specific examples and statistics)
2. Identify the issue(s) contributing the problem or social need that you will address?
3. How will you address the above issue(s)?
(Cite best practices and statistics where available)
4. What results do you want to achieve?
(Provide measurable outcomes and proposed evaluation process)
5. Why are you the best organization to address the need?

3C. How does the project/program address one or more of the Foundation's current priority areas? A list of current priority areas can be found on the Foundation's website at www.stclairfoundation.org under *Current Initiatives*.

3D. Accessibility – Is the project/program barrier free and universally accessible to individuals of all physical abilities?

Yes _____ No _____ Not Applicable _____

3E. Evaluation – Plans for evaluation including how success will be defined and measured.

3F. How will you proceed if you do not receive funding from the Community Foundation?

