

FOUR COUNTY COMMUNITY FOUNDATION LONG-FORM GRANT APPLICATION

Minimum Grant Amount: \$1,000.00

In writing your proposal, keep in mind that it will be reviewed by people who may not be familiar with your project or your agency, so make sure the application fully explains your program and what you wish to accomplish. Please be as clear, complete and concise as possible.

I PROGRAM NARRATIVE

- A. Statement of Purpose: What is the purpose of your project and what community issue(s) does it address?
- B. Project Plan: Specify the activities to be undertaken, as well as the timeline for the implementation and completion.
- C. Collaboration: Are you collaborating with other agencies on this project? If so, please indicate which one(s) and describe the collaborative efforts.
- D. Future Plans: Is this (or will this become) an ongoing project? If "yes", please describe how you will support it in the future. Is future funding likely to be requested from Four County Community Foundation?
- E. Evaluation: Describe how you will assess and measure your project's success?

II BACKGROUND OF YOUR ORGANIZATION

- A. Please provide the mission statement and/or describe the goals of your organization.
- B. Is your organization affiliated with any other organization(s)? If so, which ones?

III PROJECT BUDGET

- A. On a separate sheet entitled "Project Budget", please provide a comprehensive budget for your project, detailing all expenses and listing all sources (requested and confirmed). **Two bids are required for building and purchasing projects.** If requesting funds for the higher bid, give explanation.
- B. If there are multiple sources of funding, please describe how the Foundation's money will be used.

IV REQUIRED DOCUMENTATION

Note: public schools and governmental organizations do not need to submit this section.

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| * List of your governing board, with their address | * 1 copies of most recent audit or IRS |
| * Current operating budget for your organization | Form 990 |
| * Most recent monthly financial statement | * 1 copies of IRS Tax Determination |
| * Any attachments you feel will help establish organization's credibility or help clarify your project | Letter (if applicable) |

GRANTS MUST BE RECEIVED AT THE FOUNDATION OFFICE BY JANUARY 1, APRIL 1, JULY 1, OR OCTOBER 1. PLEASE RETURN **AN ORIGINAL AND 8 ADDITIONAL COPIES OF THE FOLLOWING COMPLETED APPLICATION FORM, & SECTIONS I, II, AND III OF THIS SHEET.** Also submit **ONE COPY** of Section IV. For multiple applications within a calendar year Section IV does not need to be resubmitted.

PLEASE RETURN COMPLETED APPLICATION TO: Four County Community Foundation,
P.O. Box 539, Almont, MI 48003. Telephone 810.798.0909

