

Sample Grant Application



Community Foundation Name
Address Line 1
Address Line 2
Phone Number
Website

Grant Application Overview (unprintable)

Mission Statement: Example: Story County Community Foundation facilitates and promotes private giving through the establishment of endowments, acts as a resource for nonprofit endowment building, and awards grants for the betterment of Story County.

What we support: Example: The Story County Community Foundation will provide grants to improve life in Story County, Iowa. We want to help develop all our communities into places where people want to live, as well as to benefit rural areas of the county. Areas of Foundation giving are: arts & culture, community affairs & development, education, environmental protection, health, historic preservation and human services.

Eligibility to Apply for Funding:

- 501(c)(3) tax-exempt, not-for-profit organizations.
- Component units of government organizations (*Fire Dept., Ambulance, Libraries, Parks, etc.*)
- Organizations providing services within XYZ County.
- Entities operating and organized in compliance with applicable laws prohibiting discrimination.
- If you are not a 501(c)(3) or a component unit of government, you must align yourself with a fiscal sponsor.
- Grant request minimum is \$_____.

Application Deadline:

Month day, year

Will be approved by month day, year

Affiliate Grant Application Contact Information:

Grant Application Instructions

Checklist/Instructions:

- Cover Page has been completed, including contact info and Federal Tax ID number
- Description of Organization and Brief Description of Project have been completed
- All Questions of Purpose have been answered
- Project Budget detail has been completed
- Written estimates and bids should be included if available
- 1 Original and 12 stapled copies of entire application – no handwritten copies accepted – the first four pages of instructions do NOT need to be submitted
- Do NOT put applications in binders, notebooks, or other presentation packages
- All grant applications must be postmarked with US Post Office postmark or hand delivered on or before deadline
- Copy of 501(c)(3) IRS Determination letter attached to grant application
- Fiscal Sponsorship agreement completed if a fiscal sponsor is being used

Definitions/Explanations

Fiscal Sponsor: is an organization that is receiving the money on behalf of the grant applicant and is responsible for disbursing the money for the project and maintaining appropriate documentation. This entity must be a 501(C)(3) or a 170 (c)(1) unit of government in order to serve in this capacity. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used.

Organizations must be recognized by the Internal Revenue Service as tax-exempt, nonprofit, public charities under section 501(c)(3) or as a “unit of government” under Section 170(c)(1) to receive grant funding. A 501(c)(3) is a section of the Federal Tax Code, which establishes the criteria for tax-exempt charitable organizations. Section 170(c)(1) refers to agencies that conduct activities to benefit the public at large, like public schools, state universities, public libraries and volunteer fire departments.

Grant Application Cover Page

Applicant Requesting Funding/Fiscal Sponsor (If the organization is not a 501(c)(3):

Organization conducting project (If different from Applicant/Fiscal Sponsor:

Project Title: _____

Federal tax identification number of Applicant/Fiscal Sponsor - Use the TIN of the qualified organization

Applicant/Fiscal Sponsor Address:

Applicant/Fiscal Sponsor Contact Person & Title:

Applicant/Fiscal Sponsor Contact Person Phone & Email:

Organization/Project Address (if different):

Organization/Project Contact Person & Title (if different):

Total Cost of Project: _____ Grant Amount Requested: _____

- Type of Request (check on):**
- Capital based – The building of or physical improvement of something
 - Program based – Operational, activity, general programmatic support

Project Focus Area (check one):

- Arts/Culture/Humanities
- Human Services
- Education
- Environment/Animals
- Public/ Society Benefit
- Health
- Other

Brief Description of Organization:

Brief Description of Project: (If your organization is not a 501(c)(3), please describe the charitable intent of this requests.

Questions of Purpose (customizable)

1. Describe the need or problem being addressed by this project:
2. Explain how this project will benefit the citizens of this county:
3. What area or population is being served?
4. Explain your organization's ability to carry out and ensure success of this project:
5. Describe the timeline of the project:
6. Have you previously received funding from XXX County Community Foundation? If so, when?

Project Budget (customizable)

Income

Source	Amount
Sponsor Cash	\$
Federal Gov. Grants	\$
State Gov. Grants	\$
Private Foundations	\$
Sponsor In-Kind*	\$
Private In-Kind*	\$
County Foundation	\$
Other Income	\$

Total:

Expenses

Source	Amount
Land Purchase	\$
Professional Services	\$
Construction Costs	\$
Equipment Purchase	\$
Construction Supplies	\$
Training Costs	\$
Personnel Costs	\$
Other Expense	\$

Total:

***In-kind gift:** when a foundation or other entity contributes a good or service in lieu of providing monetary grants. In-kind contributions support the daily operations of an organization.

Organization Budget (customizable/optional)

Income

Source	Amount
<i>Support</i>	
Government Grants	\$
Foundations	\$
Corporations	\$
Individual Contributions	\$
Fundraising Events and Products	\$
Membership Income	\$
<i>Income</i>	
Government Contracts	\$
Earned Income	\$
Other (specify):	\$
1.	\$
2.	\$
3.	\$
Total Income	\$

Expenses

Item	Amount
Salaries & Wages	\$
Insurance, Benefits, & Other Related Taxes	\$
Consultants & Professional Fees	\$
Travel	\$
Equipment	\$
Rent and Utilities	\$
General Operating	\$
Other (specify)	\$
1.	\$
2.	\$
3.	\$
Total Expense	\$

Fiscal Sponsorship Agreement

Date:

Fiscal Sponsor (Legal Applicant):

Fiscal Sponsor Contact Person and Email:

Fiscal Sponsor Full Mailing Address:

Sponsored Organization Conducting Project:

Project Name:

(Legal Applicant/Fiscal Sponsor, hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/program sponsor for the (Organization conducting project, hereafter referred to as the **Sponsored Org.**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Sponsored Org.'s** project as a program or project consistent with the **Sponsor's** purpose and mission. The **Sponsored Org.'s** financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes. Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.'s** financial administration, management and disbursement of funds resulting from this grant application. **The Sponsor** has delegated (name of person/s) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact info below). Failure to insure timely reporting on behalf of the **Sponsored Org./Sponsor** will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

Legal Applicant/ Fiscal Sponsor Representative Signature:

Printed Name:

Date:

Sponsored Organization Representative Signature:

Printed Name:

Date:

Attach to this agreement the Fiscal Sponsor's 501(c)(3) Tax-Exempt Determination Letter or comparable proof of charitable exemption. (i.e. a letter from a City, confirming their status as a government entity. Contact our Administrative Office with questions, or for examples of a letter from a City.)