



APPLICATION FOR FUNDING GRANT YEAR 2009

Date of Application: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: \$ _____

Executive Director: _____ Phone Number: _____

Contact person/title/phone number
(if different from executive director): _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ Email Address: _____ Web Address: _____

List any previous support from this funder in the last three (3) years:

Project Name: _____

One Sentence on Purpose of Grant; One Sentence on how it benefits Benzie County:

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Date

Name and Title

Signature, Executive Director

Date

Name and Title

Please provide the following information in this order. Using these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. NARRATIVE

• Executive Summary

Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

B. PURPOSE OF GRANT

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Statement of how it benefits Benzie County; include percent of funds to be used in Benzie County.
- Description of project goals and objectives and statement as to whether this is a new or ongoing part of the sponsoring organization. (Be specific on the number of people served or attempting to serve through this program or project.)
- Plans to accomplish goals and objectives with timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposals differs, and what effort will be made to work cooperatively.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?
- Long-term strategies for funding this project at end of grant period.

C. EVALUATION

- Plans for evaluation including how success will be defined and measured.
- How evaluation results will be used and/or disseminated.
- Describe the active involvement of constituents in evaluating the program.

D. BUDGET NARRATIVE

- On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
- List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.

E. ORGANIZATION

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

ATTACHMENTS

- Copy of the current IRS determination letter indicating 501 © 3 tax-exempt status.
- List of Board of Directors with affiliations.
- Finances.
- Budget for specific program/project you are requesting funds.
- Organization's current annual operating budget, including expenses and revenue.
- Most recent annual financial statement (independently audited, if available; if not available, attach Form 990)
- Letters of support should verify project need and collaboration with other organizations. (Optional)
- Annual report, if available.