

**COMMUNITY FOUNDATION OF JACKSON COUNTY
GRANT PROPOSAL FORM**

(Proposals must be returned to the Foundation office no later than July 31st.)

Name of Organization _____
(If the organization name is not the same as that on the 501(c)(3), please include documentation explaining why.)
Contact Person _____ Title _____

Telephone _____ Address _____

President of Governing Board, typed or printed _____

We acknowledge that if approved for this grant we must enter into a Grant Agreement with the Foundation and agree to comply with program and financial reporting requirements. _____

Signed, President of Governing Board

Project Title _____ Amount Requested _____

Briefly describe your request for a grant:

GRANT PROPOSALS MUST INCLUDE THE FOLLOWING ITEMS:

- **ONE COPY OF THE COMPLETED PROPOSAL FORM USING ONLY THE SPACE PROVIDED;**
- **ONE COPY OF ALL OTHER MATERIALS RETURNED WITH THIS PROPOSAL, AS LISTED BELOW:**
- Budget for proposed project;
- List of current members of governing board;
- Most recent financial audit or year-end financial statement;
- Current month and year-to-date financial statement;
- Copy of 501(C)(3)determination letter from Internal Revenue Service. (*If not already on file with the Foundation office.*)

Please note that grant proposals from organizations or agencies that have not complied with reporting requirements may not be considered for future grants from the Foundation.

GRANT PROPOSAL FORM

1. **ORGANIZATION:** What is the purpose of your organization and whom does it serve?
2. **NEED:** What are the issues that this project will try to address?
3. **PURPOSE:** What are the anticipated outcomes of your program?
4. **WHO:** Describe who will be served by this project. How many will be served? What is the geographic area served?
5. **VOLUNTEERS:** What role do you anticipate for volunteers in this project?
6. **COORDINATION:** Who else in your community is working on this issue? What will you do that is better or different than existing programs? How will you coordinate with them?
7. **MANAGEMENT:** How will this project enhance or improve your organization's self-sufficiency and effectiveness?
8. **OTHER FUNDS:** Who has given or pledged funds for your project? Where else are you seeking funds?

9. **FUTURE FUNDS:** How will this project be financed in the future?

10. **COMPETENCE:** What evidence can you give of the ability of your organization to implement this project?

11. **BOARD SUPPORT:** What percentage of the Board of Directors of your organization has made a financial contribution during the past twelve months?

12. **EVALUATION:** How will the project be monitored and the results evaluated?

13. **IMPACT:** Describe the effect of this project on the organization, clients, and the community.

14. **OTHER:** Is there anything else you would like us to know about this project?

SUBMIT COPIES

**OF ALL MATERIALS TO: The Community Foundation of Jackson County
107 Community Dr. (corner of Second St. & Community Dr.)
P. O. Box 1231
Seymour, IN 47274**

Proposals are due in the Foundation office not later than the close of business on July 31. Should this date fall on a weekend, proposals are due the Monday immediately following the 31st.