COMMUNITY FOUNDATION OF RANDOLPH COUNTY, INC.

GRANT APPLICATION WORKSHEET

The board will only accept proposals for consideration after an applicant has consulted with the Foundation's staff. Applicants are asked to telephone or submit a Letter of Inquiry briefly describing the project before submitting a proposal in order to find out if their ideas have potential to be funded by the Foundation. In applying for grants, the following issues should be addressed (must be typed on two pages or less).

APPLICATION NARRATIVE (not to exceed two pages):

1. **ORGANIZATION:** Provide a summary of your organization, including a brief history, mission or purpose statement, and major programs provided**.**

2. **PROJECT INFORMATION:** Describe the project, its purpose and desired outcome; the community need it will impact; total cost, grant request and other potential revenue sources; and key personnel and their qualifications to run the program.

3. **WHO:** Describe who, how many, and the geographic area to be served by this project.

4. **IMPACT:** Describe the effect of this project on the organization's clients and community. How visible will the project be?

5. **EVALUATION:** If granted, how will the project be evaluated with regard to the funds going to the agreed-upon purpose and the effectiveness of the program?

6. **PUBLICITY**: If awarded a grant, how do you propose to publicly acknowledge the Community Foundation of Randolph County, Inc?

PROPOSALS *WILL NOT* BE CONSIDERED WITHOUT THE FOLLOWING:

- ➤ One Completed Application including the following:
  - ➤ One completed Application Cover Sheet
  - ➤ One copy of Application Narrative
  - ➤ One copy of Project Budget
  - ➤ One list of your organization's/agency's officers or governing body
  - ➤ One copy of your federal tax exception 501(c)(3) letter (may be omitted if already on file with the Foundation.
  - ➤ One copy of your last financial statement showing income and expenses (annual report).
  - ➤ One copy of all pertinent supporting information
  - ➤ One copy of proof of board support (minutes or letter from board president)
  - ➤ One letter of support from your governing body.

- ➤ 10 copies including the following:
  - ➤ Completed Cover Sheet
  - ➤ Completed Application Narrative
  - ➤ Project Budget

Please submit one original, including all of the items listed above, and 10 applications including the Application Cover, Narrative and Project Budget. Grant deadlines are March 31, and September 30.