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:

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 REQUIRED DOCUMENTS:

> ➢ Application Narrative
> ➢ Project Budget
> ➢ Pertinent supporting information
> ➢ IRS Letter of Determination for 501(c)(3) designation
> ➢ List of your organization's/agency's officers or governing body
> ➢ Letter of support from your governing body
> ➢ Proof of board support (meeting minutes)
> ➢ Previous year's financial statement showing income and expenses (annual report).

Please submit online application and the required documents
no later than March 31st or September 30th at 4:30 p.m.
(or the Friday before if the dates above fall on a Saturday or Sunday)