

Organization Grant Application General Information

Thank you for your interest in an **organizational grant** from the Community Foundation of Troy. The Foundation is a publicly supported non-profit, tax exempt, charitable organization whose vision is achieving shared visions and economic well being of the community resulting in an enhanced quality of life and a greater sense of community cohesiveness. Unlike other institutions that provide services to the needy, community foundations function uniquely to be an independent resource of flexible yet permanent funding supported by a wide range of donors. For the year 2008, the maximum general or endowment fund grant (except Healthy Youth Healthy Seniors) to be awarded is \$1000 for a multi-day activity and \$500 for a single day activity. For Healthy Youth Healthy Seniors, the maximum award is \$4000 for a multi-day activity and \$1000 for a single day activity.

Attached is the **Organization Common Grant Application Form**, which specifies the information required for submittal and consideration. In order to process your request, please follow the instructions in the attached application form. We also require an organization to include with the application form a list of members of the governing board and donor recognition opportunities with key publicity-related dates.

Grants are awarded on a quarterly basis (except for student conference/competition grants). Submittal deadlines for grant applications are March 31, June 30, September 30 and December 31 respectively. **To be considered for an award during a quarter the activity must take place 90 days or more from the grant deadline date.** Samples of Media publications are due two weeks prior to the start of the project or event date. A report summarizing the success of your project is due no later than two months after the project is completed or event held. Failure to submit either media material or the report will result in future requests to be placed on hold until the report has been submitted.

Student conference/competition grants must be submitted no sooner than 30 days prior to the conference/competition. A report summarizing student participation must be submitted within one month after the conference/competition is held. Failure to submit a report will also result in future requests to be placed on hold until the report has been submitted.

Awarding of any grant is subject to availability of funds.

We look forward to receiving your request. If you have any questions, please call Jim Cyrulewski at 248.740.7600.

Cordially,

Jim Cyrulewski

Chairman- Community Foundation of Troy Grant Committee

Organization Grant Application Form

General Requirements

- 1. Requests initiated by telephone will not be acted upon until a written request is received via mail, hand delivered or e-mail. .*
- 2. Requests initiated by facsimile, as well as the use of videotapes as supplementary material is not acceptable.*

• *Required Information:*

1. Executive Summary
 - Begin with a half-page summary. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.
2. Purpose of Grant
 - Statement of needs/problems to be addressed; description of target population and how they will benefit.
 - Description of project goals and objectives (measurable, if possible).
 - Plans to accomplish goals and objectives.
 - Timetable for implementation.
 - Who are the other partners in the project, if any, and what are their roles?
 - Acknowledge similar existing projects, if any, and explain how your proposal differs, and what effort will be made to work cooperatively with others.
 - Describe the active involvement of constituents in defining problems to be addressed, making policy; and planning the program.
 - Long-term strategies for funding this project at end of grant period.
3. Evaluation
 - Plans for evaluation including how success will be defined and measured.
 - How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
 - Describe the active involvement of constituents, if any, in evaluating the program.
4. Budget Narrative/Justification
 - Grant budget; use the **Grant Budget Format** that follows, if appropriate.
 - 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.
5. Organizational Information
 - Brief summary of organization's history
 - Brief statement of organization's mission and goals
 - Description of current programs, activities and accomplishments

- The most recent independently audited financial statements or, if not available, the previous year's IRS Form 990
 - The amount of the current year's operating budget, and if applicable, the line item project budget.
 - A list of members of the governing board.
6. Donor recognition opportunities and key publicity-related dates.
 7. Mail or hand deliver four copies of the application or e-mail the application.

CFT COMMON GRANT APPLICATION COVER SHEET
Organizations

Date of Application: _____

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

Year Founded: _____ Current Operating Budget: \$ _____

Executive Director/President: _____ Phone #: _____

Contact person/title/phone #/e-mail address: _____

Address: _____

City/State/Zip: _____

Fax Number: _____

List any previous support from the Community Foundation of Troy in the last 5 years:

Project Name: _____

Purpose of Grant (one sentence):

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

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors Date

Typed Name and Title

Signature, Executive Director/President Date

Typed Name and Title

Return to: Community Foundation of Troy Grant Program, 1120 E. Long Lake, Suite 205
Troy, Mi. 48085-4960

Or e-mail to: tcf250@sbcglobal.net **Subject:** Grant Committee

GRANT BUDGET FORMAT

Organization

Below is a listing of standard budget items. Please provide the project budget (if applicable) in this format and in this order.

A. Organizational fiscal year: _____

B. Time period budget covers: _____

C. Expenses: include a *description and the total amount* for each of the following budget categories, in this order:

	Amount requested from this organization	Total project expenses
Salaries	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____
Consultants & Professional Fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing & Copying	\$ _____	\$ _____
Telephone & Fax	\$ _____	\$ _____
Postage & Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (Specify)	\$ _____	\$ _____

Total Amount \$ _____
Requested

Total Project \$ _____
Expenses

D. Revenue include a *description and the total amount* for each of the following budget Categories, in this order; please indicate which sources of revenue are committed and which are pending.

	Committed	Pending
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
	Committed	Pending
2. Earned Income		
Events	\$ _____	\$ _____
Publications & Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____