

**COMMUNITY FOUNDATION FOR THE ALLEGHENIES
GRANT APPLICATION COVER SHEET**

Date of Application: _____ Year Founded: _____

Legal name of organization applying:

(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Federal Tax ID No: _____ *(IRS letter should be included in grant application)*

Address:

City/State/Zip:

Phone number: _____ Fax Number: _____

Executive Director: Mr. Mrs. Ms. Name:

Contact person : Mr. Mrs. Ms. Name:

Contact Person's E-mail Address:

List any previous support from this funder in the last 5 years:

Project Name: (one to four words)

Purpose of Grant (one to two sentences):

Amount Requested: \$ _____
Total Project Cost-\$ _____ *(Amount from Project Budget-Form 1)*

Current Operating Budget-(Amounts from Budget-Form 2)

Total Expenses: \$ _____

Total Revenue: \$ _____

Please check Geographic Area(s) served for this grant project request:

<input type="checkbox"/>	Somerset County	<input type="checkbox"/>	Cambria County
<input type="checkbox"/>	Bedford County	<input type="checkbox"/>	Bork Fund-Indiana County

Print: _____ **Sign:** _____
Print and Sign, Chairperson, Board of Directors
Date

Print: _____ **Sign:** _____
Print and Sign, Executive Director
Date

If appropriate, may we provide your grant information to other potential funders?
_____ Yes _____ No

Organization's Current Annual Operating Budget- Form 2
(Must equal the budget expenses and revenue on the cover sheet)

Budget for the period: _____ to _____	
EXPENSES	\$ Amount
Salaries & wages (breakdown by individual position and indicate full or part-time)	
Fringe benefits & payroll Taxes	
Consultants & professional fees	
Travel	
Equipment	
Supplies	
Training	
Printing & copying	
Telephone & fax	
Postage & delivery	
Rent & utilities	
In-kind expense	
Other (specify)	
<i>TOTAL EXPENSE-enter amount on grant cover sheet</i>	
REVENUE	
Government grants & contracts (specify)	
Foundations (specify)	
Corporations	
Religious institutions	
United Way, Combined	
Federal Campaign & other federated campaigns	
Individual contributions	
Fundraising events & products	
Membership income	
In-kind support	
Other (earned income, consulting fees, etc. Please specify)	
<i>TOTAL REVENUE-enter amount on grant cover sheet</i>	

COMMUNITY FOUNDATION FOR THE ALLEGHENIES
GRANT APPLICATION FORM INSTRUCTIONS

Please follow directions closely

1. Please submit **one** original of the entire grant application packet as loose sheets.

IMPORTANT- (We make copies of the grant application for our distribution committee.)

PLEASE DO NOT:

- print information on the back of the grant cover sheet or budget forms. Your information may be missed if it is printed on the backside of your application.
 - staple or paper clip grant application or attachments
 - insert the documents into a folder or binder of any kind
 - include table of contents or title pages
 - include any videos or materials other than those specifically requested at this time.
 - submit Budget Form 1 in a different format.
2. Grants mailed regular mail and postmarked by the due date are accepted. Forwarding the grant application by overnight mail is not necessary.

GRANT APPLICATION FORMAT

Important-submit all information in the order below

1. Grant Cover Sheet
2. Project Grant Budget Form 1
 - a. Project Grant budget Give a detailed breakdown of what you will spend the funds on if the grant is made. (Example: Other-if you are requesting more than one item, include quotes for all items. Or, Equipment-explain what type of equipment and give a breakdown of the costs) Include all essential documentation such as quotes or invoices.
3. Purpose of Grant
 - a. Statement of needs/problems to be addressed; description of target population and how they will benefit.
 - b. Description of project goals.
 - c. Timetable for implementation.
 - d. List other partners or funding in the project and their roles. Long-term strategies for funding this project at end of grant period.
 - e. 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?
4. Executive Summary
 - a. Introduce your organization and make a strategic link between your proposal and the Community Foundation for the Alleghenies mission and grantmaking interests.
 - b. Include brief summary of organization's history, brief statement of organization's mission and goals, description of current programs, activities, and accomplishments.

5. Attachments

- a. Current Annual Operating Budget- Form 2.
- b. Proof of Current Audit- Please provide a copy of your Audit Opinion Report (One sheet on the letterhead of company that completed the audit). Also, can we access your audit online? If so, provide web address. If needed, we will contact you to request a copy of the audit.
- c. A copy of the current IRS determination letter indicating 501(c) (3) tax-exempt status and Federal Tax ID Number.
- d. List of Board of Directors with affiliations and Organizational Chart.