Application Preview

1. **Project Name** (50 character max.)
   Event, Project or Program Name
2. **Project Summary** (1,500 character max.)
   Description of project or program
3. **Requested Amount**
   Total amount of funds you are requesting from the Community Foundation. If this is a multi-year request, your total here should include all years.
4. **Multi-year and/or Match/Challenge Explanation** (600 character max.)
   If you are asking for a multi-year or match or challenge, please explain the details (i.e. How much per year for multi-year or amount you will/have already raised.)
5. **Project or Program Start Date**
   When will you begin using the grant funds? We strongly encourage grant proposals for sponsorships to be submitted 60-90 days prior to an event.
6. **Project or Program End Date**
   When will the project or program which you are requesting funds for end or be completed?
7. **What will happen with this project or program if you receive partial funding or a denial** (100 word max.)
8. **Partial or Denial** (600 character max.)
   What will happen with the project or program if you receive partial funding or denial?
9. **Goals & Impact** (600 character max.)
   What are your goals (*SMART: Specific, Measurable, Achievable, Realistic, Timely*) for this project or program? How will you <u>define</u> and measure success? What is the specific target you expect to achieve? What and who are the number and type of persons you hope to impact? What communities (towns/cities) will be impacted? Is there another "like" project or program which has demonstrated success? Please explain.
10. **Partners** (600 character max.)
    Explain the ways and extent to which your donors support this project or program with their own giving of time, talent and/or treasure. Please specify amounts raised or anticipated to be raised. Please include any fundraisers planned, number of volunteers and hours served, in-kind contributions, time, etc. Will a grant from the Community

Foundation help you secure additional funding? Is this a collaborative effort with other NPOs? Please explain.

11. **Sustainability** (600 character max.)

    Is this a long-term project or program? If so, what is the sustainability plan once the grant funds have been exhausted? Does this project or program bring about efficiency, reduce cost or improvement within your organization? Please explain.

Attachments

INSTRUCTIONS: What you need to know before you attach. Documents must be:

- ✓ PDFs

- ☐ **Project or Program Specific Budget** *(Required)* (2MB size limit)
    - ▪ 1-2 pages (include all anticipated revenue & expenses and strongly suggest including a budget narrative or commentary)
- ☐ **Sponsorship Level Flyer** (if applicable) (1MB size limit)
    - ▪ 1-2 pages
- ☐ **Additional Attachments** (2MB size limit)

- ☐ **For requests over $100,000 Attach**
    - ▪ Organization budget (current & prior year) and balance sheet (2MB size limit)
    - ▪ Board of Directors (1MB size limit)
    - ▪ Mission Statement (1MB size limit)