APPLICATION PREVIEW

1. **Project Name** (50 characters maximum)
   Event, Project or Program Name

2. **Impact Area**
   What area(s) of emphasis identified by CFEC does this project impact? (check all that apply)
   - ☐ Early Childhood Development and Education
   - ☐ K-12 Career Awareness & Exploration
   - ☐ K-12 Internships & Apprenticeships
   - ☐ Vibrant Downtowns
   - ☐ Trails & Parks
   - ☐ None of the above

3. **Project Summary** (2,000 characters maximum)
   Describe the community need you intend to address and how this project will impact that community need. Describe the activities and actions involved in the project/program. Is there another similar project or program which has demonstrated success? If so, explain. What and who are the number and type of persons you hope to impact? If this is an existing program, how many people has this project served in the past? What communities (towns/cities) will be impacted?

4. **Goals & Impact** (1,500 characters maximum)
   How will you define and measure success of this project? What is the specific measure of success you expect to achieve? (For example, *The fitness program will considered be successful if the participants are in better shape after the 8-week program. We expect 80 percent of participants to show improved weight, blood pressure, and energy levels as measured by the ABC fitness scale.*)

5. **Participants as co-creators** (1,000 characters maximum)
   How does your organization involve program participants in designing, planning,and evaluating your programs and services?

6. **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.

7. **Multi-year and/or Match/Challenge Explanation** (1,000 characters maximum)
   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.)

8. **Project or Program Start Date**
   When will you begin using the grant funds? We strongly encourage grant proposals for sponsorships to be submitted 60 to 90 days prior to an event.

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9. **Project or Program End Date**
When will the project or program for which you are requesting funds end or be completed?

10. **Partial or Denial** (1,000 characters maximum)
What will happen with the project or program if you receive partial funding or denial?

11. **Partners** (1,000 characters maximum)
Explain the ways and extent to which the community supports this project or program with time, talent and/or funds. If funds have been raised for this project, how much has been raised, or how much is expected to be raised? How will the funds 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? Are you partnering with other community organizations on this project? If so, please explain.

12. **Sustainability** (1,000 characters maximum)
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.

13. **Equipment replacement** (1,000 characters maximum)
Please explain how the organization funds asset replacements (for instance computers, carpet, telephone systems, etc.) Does the organization include depreciation expense in its budget?

14. **Operating Reserve**
Best practice suggests maintaining a cash reserve of 3 to 6 months operating expenses, with a bare minimum of one full payroll. Does the organization have a targeted number of months of operating expenses to hold in reserve? If so, what is that target and how close are you to achieving that?

15. **COVID-19 Impact** (1,000 characters maximum)
Have your revenue and expenses projections for 2020-21 changed as a result of COVID-19? If so, please explain how and the steps taken by the organization in response. Did you apply for the Paycheck Protection Program? If so, how much was approved/paid back? If you did not apply, why not?

16. **Funding Crisis Plan** (1,000 characters maximum)
Do you have a process in place to determine if programs, staff, or other expenses need to be consol-idated, eliminated, or restructured due to lost funding?
    a. No process in place/not interested in exploring now
    b. Currently in discussion with board/leadership
    c. No process, but interested in exploring

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ATTACHMENTS

☐ **Project or Program Specific Revenue and Expenses** (3MB size limit) See sample.
   Required
   - 1 to 2 pages (include budget narrative)

☐ **Sponsorship Level Flyer** (2MB size limit)
   If applicable
   - 1 to 2 pages

☐ **Additional Attachments** (2MB size limit)

☐ **For requests over $25,000 Attach** (5MB total size limit)
   - Organization budget (prior year, current year budget & actual Revenue and Expenses)
   - Statement of Financial Position (Balance sheet)
   - Board of Directors (1MB size limit)
   - Mission Statement (1MB size limit)