



Hillsdale County
community foundation

General Grant Application

Revised August, 2018

How to Apply:

- Review the Hillsdale County Community Foundation grant policy and guidelines.
- Contact the HCCF to discuss your proposal and obtain an editable grant application form.
Applications submitted without contact with HCCF staff prior to submission will not be considered.
- Submit completed application no later than 4:00 pm on the due date.
Faxed or electronic submissions are not accepted.
- General HCCF grant application due dates are May 1 and November 1 each year.

Completed applications **must** include:

- This completed and signed grant application form.
- Program/project information (all grant application questions answered completely).
- Organizational background information (no more than two pages): include a list of governing board members and a brief bio on key program/project staff.
- Financial information:
 - [] Most recent IRS 990 (full report).
 - [] Applicant's most current organizational operating budget.
 - [] Most recent year-to-date financial statement.
 - [] Documentation substantiating project expenses (quotes, bids, etc.).
- Any additional attachments you feel would establish your organization's credibility or help clarify your program/project (letters of support, news articles, brochures, etc.).

Organization Information

Legal name of applying organization: _____

Organization's common name (if different than above): _____

Chief Executive Officer (name & title): _____

Address: _____ City, State, ZIP code: _____

Phone: _____ Email: _____

Website: _____ Organization E.I.N. #: _____

Contact person for this application (name & title): _____

Phone: _____ Email: _____

Has your governing board formally approved this project and authorized submission of this application?

[] Yes (date approved by board: _____) [] No

Application Authorization:

Chief Executive Officer (printed): _____

Signature: _____ Date: _____

Board Chair (printed): _____

Signature: _____ Date: _____

Program/Project Information

Program/Project Title: _____

Amount requested: _____ Total project cost: _____

Project start date: _____ Project end date: _____

Geographic area served by this project: _____

Estimated # of **direct** recipients this project will serve: _____

Who are the **direct** recipients? Explain: (*no more than one sentence*) _____

Estimated # of **indirect** recipients this project will serve: _____

Who are the **indirect** recipients? Explain: (*no more than one sentence*) _____

Executive Summary

Provide a brief program/project overview answering the following:

What is the project, why is it necessary, who is coordinating the efforts, where is the project located, who will the project impact, and what impact will the project have on the community. Use only the space provided.

Budget Information

- In the space below, itemize any pending or confirmed sources of revenue and estimated expenses relating to this request. Add additional lines if necessary.
- Total revenue must equal total expense to show how you plan on funding the project.
- Answer the budget questions on the following page regarding funding and sustainability.
- Attach the following financial information:
 - [] Most recent IRS 990 (full report).
 - [] Applicant’s most current organizational operating budget.
 - [] Most recent year-to-date financial statement.
 - [] Documentation substantiating project expenses (quotes, bids, etc.).

Revenues for project:

Funding Source	Amount	Confirmed?	Pending?
Total program/project revenue:			

Expenses for program/project:

Item (materials, supplies, equipment, etc.)	Estimated costs
Total program/project expenses:	

Budget Questions

How will funding from the Hillsdale County Community Foundation be used? Explain specific items and/or areas of the program/project that HCCF funds would support. Use only the space provided.

How would this program/project be impacted if awarded *partial* grant funding from HCCF? How would this program/project be impacted if *not awarded any* grant funding from HCCF? Use only the space provided.

Describe the amount and source of any internal funds dedicated to this project. Have you secured or do you plan on securing additional funds to support this program/project? Who have you contacted or plan on contacting? Use only the space provided.