

THE COMMUNITY FOUNDATION

FOR THE CENTRAL SAVANNAH RIVER AREA

GRANT APPLICATION FORM & INSTRUCTIONS FOR THE ST. JOSEPH FOUNDATION GRANT

If you are interested in applying for funding from the St. Joseph Foundation Grant Program of The Community Foundation, please review and follow the instructions below.

HOW TO APPLY FOR A GRANT

1. Review the Foundation's "*Guidelines for Unrestricted Grants.*"
2. Determine if your organization is eligible to compete for funds and if there is a fit between your organization and the Foundation's interests.
3. Review, complete and submit the Grant Application Form with supporting documentation.

All requests must be submitted on the attached application form, along with the additional requirements on the **Grant Application Checklist**. **Applications that do not follow the requested format on the Grant Application Checklist will be rejected.** You may recreate the application form on your computer, provided you **maintain the spacing for each question and use 11 point type or larger**. Please do not include any supplementary material with your application other than what is requested on the **Grant Application Checklist** on page 5. However, the Foundation's staff may request additional information on a case-by-case basis in the form of annual reports, evaluation studies, and support letters, or may request a site visit.

4. **Submit eight stapled or binder-clipped copies of your grant application and attachments before the December 31st deadline. Please refer to the Grant Application Checklist for the proper order of submitting supporting documentation.**

Before submitting your grant application, use the checklist to make sure your application is complete. **Please do not use special covers or binders and use only one staple or binder clip per each copy of your application (including the requested supporting attachments).** Your eight identical copies may be bound together by a rubber band or large binder clip. The Foundation does not consider proposals submitted by facsimile transmission (fax).

Proposals must be **RECEIVED** in The Community Foundation's office **before 11 a.m. on December 31st** for grant decisions made in March. However, **the Foundation strongly encourages organizations to submit their applications before the December 31st deadline.**

If the deadline falls on a weekend or holiday, proposals are due by 11 A.M. on the following business day. To be fair to other applicants, the Foundation does not consider late proposals received after these deadlines.

KEEP THIS PAGE FOR YOUR FILES

RETURN TO THE FOUNDATION

**THE COMMUNITY FOUNDATION FOR THE
CENTRAL SAVANNAH RIVER AREA
ST. JOSEPH FOUNDATION GRANT APPLICATION**

Grant Application Form: Revised 02/04/08

For use by Staff only:

Received: ____/____/____

Organization's Name:

Full Mailing Address:

E-Mail Address:

Full Physical Address:

Web Address:

Telephone #:

Fax #:

Chief staff officer/title:

Contact person/title:

Board chair/president:

Annual operating budget: \$

Most recent United Way allocation: \$

Year:

Date of 501(c)(3) certification:

Does your organization have an endowment? Yes No

If no, does your Board of Directors anticipate creating an endowment for the future? Yes No

Amount requested: \$

Total project budget: \$

Proposed time frame for use of grant-----From: _____ To: _____

Purpose of grant:

Who has committed funds for this program, and who is considering a funding request for this program?
Indicate amount of commitments and requests:

<u>Amount</u>	<u>Name</u>	<u>Committed</u>	<u>Pending</u>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>
\$		<input type="checkbox"/>	<input type="checkbox"/>

Your Mission Statement:

Briefly describe the organization's history:

Briefly describe the organization's current programs:

Briefly describe the target population that the organization serves. Include total number of people served, and describe by race, gender, age, income, geography, and any other appropriate characteristics:

Describe the challenge/situation the grant will help to address:

State specifically how the grant will help to address the challenge/situation:

State specifically how the grant funds will be spent:

How will your program, if funded, “make a difference?” Include a brief description of **three** measurable outcomes you expect to occur from the program, and the method you will use to measure each outcome. *(Please refer to the “**Guidelines for Unrestricted Grants**” for assistance in developing the outcomes.)*

ST. JOSEPH FOUNDATION GRANT APPLICATION CHECKLIST

Grant applicants **MUST** include all of the documents on this checklist along with the Grant Application form; **KEEP THIS PAGE FOR YOUR RECORDS**-do not include this page with your application

Check carefully to be sure that your application is complete before submitting your application and supporting documentation. Please remember, **your application (including the supporting documents listed below) MUST be in the following order:**

- Grant application form. Please make sure the first page of the application form is first! This is the page with the box in the top right corner that reads, "For use by Staff only:"
- Cover letter authorizing the grant request and signed by the Board President or Chairperson.
- Copy of the organization's 501 (c)(3) certification status from the IRS. Please include the most recent documentation. Also, please include documentation of a name change if the current name of the organization is not the same as the organization name on the 501(c)(3) certification.
- List of the organization's Board of Directors.
- List of the project staff along with their professional qualifications.
- List of all collaborating partner(s). If none, state "no collaborating partners" on a separate page.
- Financial information, including:
 - Copy of current annual operating budget with sources of income and line item expenses.
 - Copy of previous year's annual income and expense statement.
 - Budget for proposed program/project with sources of project income and line item project expenses. This is in addition to the current annual operating budget requested above, and deals specifically with the program/project the organization is requesting funding for.
- Plans for securing ongoing support for the project.

Submit **eight identical stapled or binder-clipped copies** of your grant application and attachments **before the December 31st deadline**. Use only one staple or binder clip per each copy of your application (including the requested supporting attachments). Your eight identical copies may be bound together by a rubber band or large binder clip.

Hand Deliver (preferred) to The Community Foundation Office at:

ENTERPRISE MILL
1450 GREENE STREET, SUITE 228
AUGUSTA, GA 30901

Or Mail To:

THE COMMUNITY FOUNDATION FOR THE CENTRAL SAVANNAH RIVER AREA
POST OFFICE BOX 31358
AUGUSTA, GA 30903