



# 2009 COMMUNITY GRANTS

## APPLICATION GUIDELINES

Guidelines are intended to help grant applicants better understand the types of applications the Foundation is likely to fund. These guidelines are only applicable for grants awarded from the Foundation's unrestricted funds. Contact the Foundation at 765.884.8022 for more information.

Priority is given to programs that:

- Reach as many people as possible
- Improve the ability of the organization to serve the community over the long term
- Serve Benton County residents
- Are run by a collaboration of non-profit organizations
- Have multiple sources of funding for the project

The Community Foundation generally does not fund:

- Political organizations or candidates
- Endowments
- Ongoing operating expense
- Individuals
- Special events such as parades, festivals, and sporting events
- Debt or deficit reduction
- Projects funded in a previous year, unless invited to resubmit

## APPLICATION PROCEDURES

Applications and required attachments are due by **Tuesday, August 4th, 2009 at 4:00 PM** to:

**By Mail:**

Benton Community Foundation  
PO Box 351  
Fowler, IN 47944

**Hand-Delivered:**

Benton Community Foundation  
Demeter Building  
98 S 100 E  
Fowler, IN

2. Applications should be typed or legibly printed in ink. Do not use staples or a plastic binder (paper clips or clamps are acceptable).
3. Confirmation postcards will be sent for all grant proposals received. Those who submitted a grant application and did not receive confirmation within one week should contact BCF.
4. Any statement supplied with this application is subject to verification. You may be asked to provide more information about your project.

**BENTON COMMUNITY FOUNDATION  
2009 COMMUNITY GRANT APPLICATION**

Please read the directions on the cover of this application packet before completing.

***Applicant Information***

Organization Name \_\_\_\_\_

Federal ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

**Type of Organization**

\_\_\_\_\_ 501(c)3 –Attach copy of IRS Determination Letter \_\_\_\_\_ Governmental Entity

\_\_\_\_\_ Other- Please specify: \_\_\_\_\_

**Contact Person**

Name \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***Grant Overview***

**Brief Summary of Request** (Please limit response to the space below)

**Amount of Request** \_\_\_\_\_ **Total Project Budget** \_\_\_\_\_

***Application Certification***

We hereby affirm that the information provided in this application is accurate and complete to the best of our knowledge. We agree to give proof of the financial need that I (we) have given on this form.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board Officer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Complete and return to Benton Community Foundation:*

- Completed Application*
- Organization's Annual Operating Budget*
- List of Organization's Board of Directors and Staff/Lead Volunteer(s)*
  - o If your organization is charitable in nature, please also include the sum of donations your Board of Directors has personally contributed over the last twelve months.*

*Overview of Organization*

Please describe your principal services offered, purpose, and/or mission.

What population does your organization serve? (i.e. age, geography, income level, etc.)

Describe any collaboration or partnerships that you have with other organizations in regards to this project.

## *Overview of Project*

Briefly describe the need for the project for which you are seeking funding. Include any information that verifies this need.

How will this project address this need?

What is the projected timeline for implementation of this project?

What other area organizations are now providing this same type of service? To what extent would the proposed project be a duplication of services already available?

### *Evaluation of Project*

How will you measure the success of this project?

Who, and how many, will benefit from this project?

How will your organization benefit?

### *Acknowledgement of Grant*

If funded, how will your organization share with your constituents that this program/project received funding from Benton Community Foundation?

