

GRANT APPLICATION

MIDDLETOWN COMMUNITY FOUNDATION

Please use this page as a cover for your application, followed by information requested in the order specified. Proposals must be for programs serving residents of the Middletown area and meet the mission of the funding organization. Please keep a copy of the complete application for your records. Original applications will not be returned.

Name of Organization: _____

Important: Unless you are a governmental unit, a qualified church, or an entity covered by a group exemption, your name must be the same as on the IRS determination letter or you must submit documentation of your name change and notification to the IRS of that change.

Address: _____ Date established _____

Telephone: _____ Fax: _____ E-mail _____

City, State, zip code: _____ Employee ID # _____

Chief Executive Officer: _____ Phone number: _____

Chief Financial Officer: _____ Phone number: _____

Grant Contact Person: _____ Phone number: _____

ABOUT THE PROJECT OR PROGRAM TO BE FUNDED

Title: _____

Amount requested: \$ _____

Implementation date: _____ Completion date: _____

Number of participants: _____

In two or three sentences explain what the project or program is intended to accomplish, the benefits to the community and the activities that will lead to the desired outcome. If the request is for equipment, please explain how the purchase will benefit the community.

The organization has in its possession a currently valid IRS letter (attached as Supplemental Information #1) stating that your organization has been determined to be:

_____ an exempt IRC Section 501(c)(3) organization and has been classified as a public charity described in IRC Section 509 (a) (1), (2) or (3)

_____ an exempt operating foundation described in IRC Section 4940 (d) (2)

_____ an entity covered by a group exemption. (A copy of group exemption letter and documentation of your inclusion are attached.)

_____ Our organization is a qualified church or governmental unit and therefore does not have a 501(c)(3) letter from the IRS. (Other documentation of this status is attached.)

Supplemental Information #2: Most recent Form 990. If the organization is not required to file form 990, please include most recent operating statement.

Supplemental Information #3: Your mission statement and roster of current trustees.

Supplemental Information #4: Enclose a narrative of no more than three pages answering the following:

- (a) What is the community need to be met?
- (b) How was this need determined?
- (c) How does this program fit the mission of the organization?

- (d) Who will be the primary beneficiaries if a grant is made?
- (e) If this is a collaborative effort, please list partners and describe collaboration.
- (f) Describe how the program will be evaluated for effectiveness.
- (g) How will this program be funded?
 - a. If the grant is made, after grant money is expended.
 - b. If the grant is denied.

Supplemental Information #5: USE OF FUNDS

Total cost of project:	_____
Grant requested from Foundation:	_____
Other sources of funds and amounts:	_____
_____	_____
_____	_____
_____	_____

Expenditure of grant money: Explain in detail how a grant from the Foundation will be used: give amounts for salaries and benefits, purchased services (consultants, outside service providers) supplies, equipment, and other uses. Please attach a line-item project budget showing all sources of income and all expenses for the project.

Supplemental Information #6: Signed Grant Agreement.

Information for grant seekers:

Middletown Community Foundation considers grant applications four times per calendar year. Each quarter is dedicated to two or four areas of interest to the Foundation. You may apply for funding according to the following breakdown.

- March 1st: Recreation, Arts, Festivals, Community Development
- June 1st: Quality Education, Human Needs
- September 1st: Recreation, Arts, Festivals, Community Development
- December 1st: Quality Education, Human Needs

Please our online guidelines “How To Seek Funding” at mcfoundation.org or pick up our handout “How May I Seek Funding” in our office for information on what the foundation does not fund. Submit this form to: Middletown Community Foundation 300 North Main Street, Suite 300, Middletown, OH 45042. Applicants should expect notification of application approval or rejection approximately 60 days after each deadline above. The Foundation will not pay expenses incurred before formal written notification is made to an organization.

MIDDLETOWN COMMUNITY FOUNDATION

GRANT AGREEMENT

The Governing body of _____(organization) hereby submits a proposal for funding to Middletown Community Foundation and agrees to the following conditions:

1. A policy of non-discrimination will be followed in all matters of employment, volunteer opportunities and the delivery of programs and services.
2. The grant, if made, will be used only for the purposes described in this grant proposal.
3. Requests for information/documentation from staff members of Grant maker will be met in a timely manner.
4. Any change in tax exemption or inability to complete the project as proposed will be reported to the Funder's staff in a timely manner.
5. If the request for funding is granted, we will acknowledge the funder's support in all publicity relating to this project.
6. If the above conditions are not met, unexpended grant money will be returned to the Foundation immediately upon a written request received from the Funder.

The applying organization hereby accepts and agrees to the terms and conditions of this agreement.

Signature, President of the Board of Trustees

Date

Signature, Chief Executive Officer

Date