

Community Grant Application

Organization applying for grant:

Executive Director:

Contact Person:

Address:

Telephone:

Fax:

Email:

Project Name:

Amount Requested:

Percentage of project requested from Benwood:

Summarize the organization's background, goals and current programs:

Describe the project being proposed:

Describe the problem/need that the project will address:

Describe the objective(s) of the project and indicate what changes and benefits will result:

Describe the strategies you will develop to accomplish the objectives:

Describe how you will accomplish each objective. Include a timeline for capital projects:

State how, when and by whom an evaluation will be conducted to measure whether the project is meeting its objectives:

List the names of other organizations, both public and private, to which you have also applied for support for this specific project. Include the amount requested and the status of each request (pending, approved or disapproved):

Provide reasonable evidence about future funding if the project is to continue after the grant period expires:

Submitted By:

Executive Officer _____ Date _____

Board Chair/President _____ Date _____

Community Grant Guideline Check List

Include the following supporting documents with your proposal. Please, do not bind or hole punch any portion of your proposal packet.

- 2 Copies of Application and Project Budget
- List of current Board of Directors
- Organizational budget to include the current year and year that project will be funded (if different) showing both income and expenses
- Current audited financial statement
- Current 990
- IRS letter confirming Internal Revenue Code 501(c)(3) status or information confirming status as a governmental unit or agency
- Documentation indicating your organization's specific IRS designation described in 509 (a) 1, 509 (a) 2 or 509 (a) 3. Your classification type should be noted in the second paragraph of your IRS determination letter. If it is not indicated on your IRS letter, please contact the IRS to receive a letter stating your classification.