

The Branford Community Foundation



PRELIMINARY APPLICATION

Guideline for Completing the Preliminary Application

The preliminary application seeks very general information. This information aids the Foundation in determining whether the program/service proposed:

- 1) Addresses an area of community need in which the Foundation has an interest;
- 2) Establishes objectives consistent with the Foundation's funding priorities; and
- 3) Sets forth funding needs which are realistic given the Foundation's financial limitations.

In completing the preliminary application, you should be certain that your answers (although brief) contain enough information to show that your request has been well researched, developed and planned. Your answers should reflect your conclusions about the need for the services proposed, how best to provide them, what will be accomplished during the year, how much will the proposed services cost, and what are the proposed sources of income for the project.

The objectives should give measurable criteria to answer Who will do What, When, How Effectively as Measured by What? Objectives are anticipated results of your program, not the program itself. They are not statements of goals or planned activities such as to teach or prepare.

Please return the complete form to:

John E. Donegan, Secretary
P.O. Box 462
Branford, CT 06405

Preliminary Application Instructions

Provide answers to all the questions in the application form using your own paper. Repeat each question in writing before answering. You must not exceed three (3) typewritten single spaced pages of 8-1/2 x 11" paper excluding of any Supplemental material such as list of governing board. Attach a list of governing board members and their affiliation. Designate officers. Submit three (3) copies of this application.

PRELIMINARY APPLICATION – NEW APPLICANTS

1. Name of Organization.
2. Address and telephone number.
3. President of governing body.
4. Chief administrative officer.
5. Name and title of person making request.
6. How many years has this organization been operating?
7. Background of organization (purpose and brief history).
8. Is this organization tax exempt? Does this organization have 501(c) 3 listing with the IRS? Please provide copy of same.
9. Please forward your current year's budget along with two (2) year's prior financial statements.
10. Please provide a breakdown of "usage" by Towns and/or cities benefiting from your services or programs.

Complete whichever section is appropriate to your request. Section I is to be used in the case of projects seeking funding for program/service activities. Section II is to be used in the case of projects seeking funding for major capital improvements or equipment.

- I. If the Request is for program/service activities, answer the following:
1. Describe the need to be addressed by the program/service and how that need was determined.
 2. Summarize the program/service proposed and how it will address the need you have identified; whom it will benefit and how; and to what extent it will address identified needs.

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3. What other agencies have been consulted in developing plans for the program/service proposed?
4. Is this an undertaking of the applicant alone or will there be other agencies involved? Explain briefly.
5. What objective *(intended outcomes) do you hope to achieve within the grant period:

Program/Service Objective ad/or Organization Objectives

- | | |
|----|----|
| a) | a) |
| b) | b) |
| c) | c) |
6. Give a rough budget of the total cost of the or proposed project. Indicate all income and expenses. Show specifically how much of the total will be requested from the Foundation and how Foundation funds will be used.
 7. What other sources of funding have been considered or approached to assist in this undertaking and what has been the outcome (include in-kind)?
 8. How and when will this project become self-sustaining?

II. If the request involved equipment or capital items, answer the following:

1. What are the equipment/capital items needed?
2. Why are they needed and how was that need determined? Do these items directly relate to a specific project and if so, how?
3. What organizational or program/service objectives (intended outcomes) will be achieved in obtaining these items?
 - a)
 - b)
 - c)
4. What new needs will be created by these items and how will these be funded on a sustaining basis (e.g., specialized staff to operate equipment, added staff to operate expanded or renovated facility, increased maintenance costs, increased operating costs, etc.)?
5. What will these items cost?
6. Have you or do you plan to obtain competitive bids?
7. Amount requested from the Foundation.
8. What other sources of funding have been considered or approached to assist in this undertaking and what has been the outcome?