

**The Branford Community Foundation
2018 Grant Application Coversheet
(Please complete and return with completed Grant Application form)**

Today's Date: _____

Legal name of organization

Address & Phone Number of organization

Executive Director/CEO (name and title) & Email Address

Contact Person (name and title) & Email Address

Principal purposes and services of your organization:

Amount requested: _____

Type of Grant Requested (check one):

- Project Support
- Operational Support

Identify which focus area this application addresses (check all that apply):

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Basic Needs | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Health | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Education | <input type="checkbox"/> Civic engagement |
| <input type="checkbox"/> Arts | |

Was your organization represented at any Shoreline Non-Profit Workshop Series sessions in 2017?

yes no

Brief summary of request:

Signature of Executive Director / CEO

**The Branford Community Foundation
Grant Application Form**

Proposal Narrative

1. Organizational Information

- a. Brief summary of your organization's history, mission and goals. If applicable, highlight any changes since your last application to the Branford Community Foundation.
- b. Description of current programs, activities and accomplishments.
- c. Description of the population that the organization benefits and how many people served live or work in Branford.

2. Purpose of this grant

- a. Statement of the community needs and issues that the grant seeks to address. Describe how this grant enhances the quality of life in Branford.
- b. Description of the project/organizational goals, objectives and timetable (if applicable).
- c. List of key individuals and summary of qualifications.
- d. Describe how your organization works with other organizations serving Branford, particularly with others providing similar services. If you work independently, explain why.

3. Project Evaluation / Publicity

- a. Describe how you will evaluate the success of the project / operational support.
- b. Describe how your evaluation results will be used and / or disseminated.
- c. Describe publicity for the project / operational support. How will you promote the Branford Community Foundation?

Budget & Financial Information

1. Provide a budget for this grant request. Provide a detailed accounting of income and expenses.
2. Identify other funding sources that you have or intend to approach for this grant request.
3. Provide organization's annual operating budget for the current fiscal year. Provide narrative for those items requiring further explanation.
4. Provide most recent annual financial statement and management letter (if applicable).
5. Provide most recent federal tax return (form 990). If you are not required to file the form, document the reason.
6. Describe your strategy for sustaining financial support beyond the grant period.
7. *For requests for Operating Support:*
 - a. How often did your board of directors meet in the past year and what was the average attendance?
 - b. Describe your organization's internal financial/accounting controls.
 - c. What financial information is given to the board and how often is it provided?
 - d. What is the process used to annually evaluate your organization's executive director/CEO?
 - e. Organizational chart (may be an attachment)

Supporting Materials

1. Copy of IRS determination letter and/or explanation of your tax-exempt status
2. Most recent annual report
3. Board members list with names and affiliations
4. Letters of agreement, if this is a collaborative proposal