



## Writing Your Grant

### Project Description

- Description of the project will include:
  - A complete description of the project including goals and objectives.
  - Identification of specific outcomes the project is expected to achieve.
  - Explanation of the need for the project.
- Specific activities or methods that will be used to reach the project goals.
- A timeline for implementation, including starting date and expected completion date.
- Comments on past or present attempts by the applicant and others to address the designated need.

### Itemized Project Budget

- Itemized project budget, showing how major expenses are estimated and how CHC Foundation funds are to be spent (Include bids if available).
- Summary of matching and existing funds for the project and their sources, include other grants awarded and those pending. *Salaries, operating expenses and supplies are not matching funds.*
- Explanation of how the project will be maintained after CHC funds are expended (how will operating expenses be funded?).
- Explanation of why the organization cannot assume the cost of the project from its own resources.
- Explanation of other funding sources that have been received or attempted.

### Information about the Organization

- Description of the organization requesting funds, including a summary of its background, purpose, objectives, and experience in the area for which the funds are being sought.
- Include a list of the Board of Directors if appropriate.
- Names and qualifications of people involved in implementing the project.
- Statement by the director of the requesting organization that the proposed project has the organization's full support. Schools should include a letter from the principal and superintendent supporting the project.
- Discuss past history of CHC Foundation grants received: purposes, experiences and outcomes of those projects that were granted.

## **Organization Finances**

- Include information about the organization's financial support for this individual project.
- Statement of the parent organization's financial status, including all sources of funds and income (preferably an audited balance sheet and income statement for the most recent fiscal year).
- A copy of the Internal Revenue Service tax exempt letter verifying that the organization is not a private foundation and is exempt from taxation under Section 501(c)(3) of the Internal Revenue Service Code. In the absence of this determination, the State or any political subdivision thereof within the meaning of Section 170(c)(1) of the Code or a State college or university would qualify.
- Name, address, phone number, and letter of endorsement from a person authorized to receive funds if granted.

**CHC Grant Cover Sheet must accompany all grant requests.**