



Grant project _____ Amount Requested: \$ _____ \$ _____ \$ _____
Amount Requested from CHC Your Matching Funds

Total (Request+Match) _____

Project Location: _____ County: _____

Brief description of what the **GRANT MONEY** would be used for:

(Additional narrative in your proposal limited to 7 pages)
Application Organization: _____
(Name of Organization)

(501 (c)(3) tax exempt holder) **Verification of IRS 501(c)(3) must be attached.**

Project Contact: _____ Phone: _____ / _____
Day Evening

Email Address: _____

Additional contacts who may be contacted regarding this project (different from above)

Contact: _____ Phone: _____ / _____
Day Evening

Organization Contact: _____ Phone: _____ / _____
(All formal correspondence will be mailed to this organization contact at this address) Day Evening

Mailing Address: _____
State Zip

Brief description of organization:

Signature: _____ Date: _____

Please read and refer to the CHC Foundation Brochure when completing your application!

Contact the CHCF office if you have any questions.

THIS COVER SHEET MUST ACCOMPANY ALL GRANT REQUESTS.

PLEASE COMPLETE THE GRANT REQUEST CHECKLIST!

Before submitting the Grant Application please include all items on check list or request may not be considered.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Cover Sheet | <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Current 501c(3) | <input type="checkbox"/> Project Budget |
| <input type="checkbox"/> Project Description | <input type="checkbox"/> Letters of Support | <input type="checkbox"/> Parent Organizations' Financial Statement | |

Writing Your Grant

CHC Foundation Board requests that all grant requests include narratives addressing the following items.

CHC Foundation Cover Letter

- A signed and dated CHC Grant Cover Sheet must be included as page 1 of the grant request.

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 (Please attach bid(s) 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 Foundation 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.
- Please list past history of CHC Foundation grant history requests in descending chronological order with amounts requested and granted. Discussion should include the following: 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.

Supplemental information of importance concerning the grant proposal not available before the grant application deadline should be submitted to the Foundation office soon after the application deadline. The Foundation may request additional information or clarification from the applicant if needed.

The Foundation desires and appreciates complete, concise, typewritten applications and welcomes inquiries from prospective applicants. Please assure that all pages of your submitted application are numbered.