

GRANT APPLICATION

INSTRUCTIONS:

This application is for use in applying for a grant from Bergholz Community Foundation. The information provided in this application will be used by the Foundation to evaluate your organization's grant request, so it is imperative that you submit detailed, accurate information.

Please return a completed Grant Application in order to be considered for a grant to be awarded this year. If a section or question is not applicable to your grant, please indicate so. In addition, feel free to add any supplemental information or materials that may be helpful to our understanding of your project/program.

It is acceptable to retype this form on your own or to fill it out by hand; please use black ink and write legibly.

GENERAL INFORMATION REGARDING YOUR ORGANIZATION:

I. Organization's Name

II. Mailing Address

III. Contact Information

A. Name of Person Completing This Application:

B. That Person's Position with the Applicant Organization:

C. That Person's Preferred Telephone Number:

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IV. Please provide us with a brief history of your organization. Be sure to include the date your organization was founded, as well as its experience and expertise in its given field, using specific examples whenever possible. Use additional pages, if necessary.

INFORMATION REGARDING YOUR GRANT REQUEST AND YOUR ORGANIZATION'S CHARITABLE PROJECTS AND PROGRAMS:

- I.** What is the amount of your grant request? \$
- II.** What is the total budget for the project or program for which this request is made?
- III.** List other sources of funds for your organization's project or program.

IV. Please describe how the organization proposes to utilize funds from the Foundation, if awarded. Include a description of how the award will be administered and by whom. Use additional pages, if necessary.

V. Describe (1) why your organization's project or program is necessary; (2) who will be served by the project or program, and where; (3) how the project or program furthers the Foundation's charitable purpose; and (4) how your organization will evaluate the success of its project or program. Use additional pages, if necessary.

FINANCIAL INFORMATION REGARDING YOUR ORGANIZATION:

I. Please attach a copy of your organization's operating budget for the current fiscal year, as well as a projected budget for the upcoming fiscal year. If the current fiscal year's budget is unavailable, please attach a copy of your organization's operating budget for the most recent fiscal year. Be sure to identify all sources of income.

II. Please attach a copy of your organization's most recent certified, audited financial statements, if available. If certified, audited financial statements are unavailable, please provide copies of your organization's most recent financial statements as approved by your governing body.

III. Please attach a copy of your organization's most recent Form 990 or other federal tax return, if available.

IV. Please attach a copy of your organization's Determination of Tax-Exempt Status Letter as 501(c)(3) organization from the Internal Revenue Service.

V. Please attach a copy demonstrating your organization's listing in the IRS Publication 78 – The Cumulative List of Qualified Charities described in section 170(c) of the Internal Revenue Code of 1986.

VI. Please attach the current roster of your organization's Board of Directors.

APPLICANT'S ACKNOWLEDGMENTS

By submitting this application, your organization acknowledges and agrees that:

1. Bergholz Community Foundation, Inc. is under absolutely no obligation to award a grant to your organization.
2. If awarded a grant, your organization will use the funds only for the purpose(s) for which the grant is made.
3. If awarded a grant in relation to a program or project lasting greater than ninety (90) days,

your organization is required to submit periodic progress reports in a form promulgated by the Foundation, with the first such report being due not later than ninety (90) days after the date of your grant award letter, and your organization shall continue to make such reports each ninety (90) days thereafter until such organization's project or program is completed.

4. If awarded a grant, regardless of the duration of the program or project for which your organization may be awarded a grant, a final report in a form promulgated by the Foundation shall be due within ninety (90) days of the completion of your organization's project or program.
5. If it appears that grant funds are misused and/or diverted from their intended purpose, the Foundation reserves the right to withhold and/or recover such funds.

**Submitted on behalf of the above-named organization, this ____ day of _____
2017.**

By: _____