



COMMON GRANT APPLICATION FORM

Dear Applicant:

Thank you for your interest in the Rockford Area Community Endowment. The Endowment mission is "to provide grants and gifts for charitable programs and organizations to encourage scientific, literary, recreational and educational activities throughout the Rockford community, including the encouragement of the arts." It is the intention of the Endowment to provide funding opportunities that fill voids rather than compete with already established organizations.

The attached is the grant application forms used by the Rockford Area Community Endowment (R.A.C.E.) Upon submission this application and materials become the property of the Rockford Area Community Endowment. It may be reviewed and shared with community agencies and other individuals/organizations as we assess the project and its importance.

INSTRUCTIONS

(All submissions should include the following)

1. Type all proposals.
2. Include cover letter.
2. Include grant application cover sheet.
3. Follow the attached format to submit narrative. (limit 4 pages)
4. Submit packet stapled. No binders. Please mail to:

Rockford Area Community Endowment
PO Box 561
Rockford MI 49341

The Rockford Area Community Endowment accepts application for grants for consideration by September 30. Grants are awarded at the October meeting.

Thank you for your interest in bringing forth this idea for the betterment of the Rockford Community.



Grant Application - Cover Sheet

Date: _____

Organization Name: _____

Contact Person: _____ Year Founded: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PROJECT INFORMATION

Project Name _____

Contact Person _____

Phone: _____ Fax Number: _____

Purpose of Grant (one concise sentence) _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Project Period: Start Date _____ End Date _____

Service Area (geographic) _____

Applicant's Signature: _____ Date: _____
(Must be authorized representative of applying organization)



Common Grant Application Format

A. Narrative

1. **Executive Summary**
Begin with a brief executive summary. Explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.
2. **Purpose of Grant**
 - Statement of needs/problems to be addressed; description of target population and how they will benefit.
 - Description of project goals & objectives
 - Timetable
 - Identify any partners in the project
 - Identify key participants, staff, volunteers, etc.
 - Long term goal to keep project going, if applicable
3. **Evaluation**
 - Identify how you will evaluate success of project in measurable terms.
 - Describe active involvement of constituents in the program.
4. **Organization Information (if applicable)**
 - Brief summary of organization's history.
 - Brief statement of organizations' goals & mission.
 - Describe current programs, activities of organization
 - Organizational chart
5. **Budget Narrative/Justification**
 - Grant budget
 - Show how each budget item relates to project
 - List other funding sources for project

B. Attachments

1. A copy of current IRS determination letter indicating 501(c) (3)
2. List Board of Directors
3. **Finances**
 - Organizations current budget, including expense & revenue.
 - Most recent financial statement
4. Letters of support (limit three) should support project need and collaboration.
5. Annual Report, one copy, if applicable.