



*The Community Foundation of Muncie & Delaware County, Inc.*

**GRANT APPLICATION**

Date \_\_\_\_\_ Organization # \_\_\_\_\_  
*(Foundation use only)*

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Federal EIN \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Amount Requested \_\_\_\_\_ Dates for Grant Implementation \_\_\_\_\_

Have you applied to other agencies or foundations for this project? \_\_\_\_\_ If so, please indicate name and amounts, and when you expect a reply: \_\_\_\_\_

**Important:** In the space provided, give a brief summary of your grant request, including the specific need or purpose, and how the requested amount of funding will be used. \_\_\_\_\_

**Requirements:** Because of the different types of grant requests, please follow the appropriate track below, when submitting your proposal.

<i><b>If this proposal is for project funds:</b></i>	<i><b>If this proposal is for equipment:</b></i>
Provide <b>eighteen (18) stapled copies</b> of the following: <i>(Please do not submit applications in binders.)</i> <ul style="list-style-type: none"> <li>• This grant application.</li> <li>• The organization’s mission statement.</li> <li>• A list of your officers and board of directors with affiliations.</li> <li>• The organization’s most recent financial statements - income and expense, compared with budget, for year to date and a recent balance sheet.</li> <li>• A copy of the organization’s Federal 501(c)(3) IRS tax exemption letter.</li> <li>• A letter of endorsement from your Board President, Principal or Chief Executive Officer.</li> <li>• Brief proposal that provides:               <ol style="list-style-type: none"> <li>a. Project goals and objectives</li> <li>b. Target population and an estimated number to be served</li> <li>c. Implementation plan</li> <li>d. Project budget including expected revenue, in-kind contributions and other grants</li> <li>e. Staff involved in project</li> <li>f. Community benefits</li> <li>g. Method of evaluation</li> </ol> </li> </ul>	Provide <b>eighteen (18) stapled copies</b> of the following: <i>(Please do not submit applications in binders.)</i> <ul style="list-style-type: none"> <li>• This grant application.</li> <li>• The organization’s mission statement.</li> <li>• A list of your officers and board of directors with affiliations.</li> <li>• The organization’s most recent financial statements - income and expense, compared with budget, for year to date and a recent balance sheet.</li> <li>• A copy of the organization’s Federal 501(c)(3) IRS tax exemption letter.</li> <li>• A letter of endorsement from your Board President, Principal or Chief Executive Officer.</li> <li>• Brief explanation in the form of a letter on agency letterhead detailing the reason for your request; i.e., emergency repairs, replacement, additional needs. Include information concerning the population you serve.</li> <li>• Three bids or price quotations from qualified suppliers of the equipment you detail in your proposal.</li> </ul>