

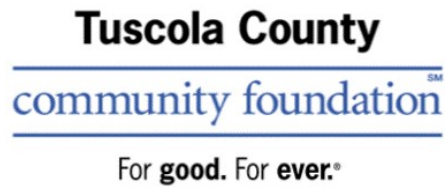
## GRANT APPLICATION GUIDELINES

1. A cover letter should be included to introduce your organization and the grant request, including the amount being requested and if a partial amount will be accepted.
2. All prepared attachments should be typed with double-spacing using 12 point font.
3. The attachments and any commentary should be enclosed in the order listed using headings, subheadings and numbers provided.
4. Do not include any materials other than those specifically requested at this time.
5. Do not send videotapes.
6. Be brief.
7. Do not send letters of support unless requested to do so.
- 8. Submit the original and 6 copies of the application for all grants.**
9. If you are applying to **more than one Fund** you must submit an original and 6 copies for **each** Fund you are applying to.

No application will be accepted if not received or postmarked by the final due date.

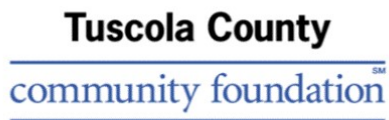
Send application to:

Executive Director  
Tuscola County Community Foundation  
P O Box 534  
Caro, MI 48723



## ATTACHMENTS REQUIRED

1. A brief proposal (no more than 2 pages double spaced) describing the following:
  - a) The project, including its need, importance and uniqueness.
  - b) The objectives and plan for addressing the identified need.
  - c) The organization's qualifications and track record.
  - d) State the evaluation and monitoring plan for the project (if the grant is awarded, a post-project report will be required).
  - e) Volunteer involvement in and/or community support for the project.
  - f) Sustainability of the project to continue in the future. Provide source(s)/plan for funding sustainability.
2. Complete one-page project budget (blank form enclosed) for the amount requested with justification, including other sources of funding (an organization budget may be requested based on a review of the completed application). Indicate if partial funding would be acceptable and the minimum amount.
3. A copy of the IRS letter confirming tax exempt status.
4. A list of the organization's current Board of Directors.
5. A statement authorizing this grant request signed by the Chairman of the Board or President of the organization and by the person responsible for the program (if different).



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## GRANT APPLICATION FORM

Name of Organization:

Address/City/Zip:

Contact Person:

Title:

Telephone Number:

Email:

List the TCCF Fund for which you are applying:

Year Founded:

Geographic Area Served:

Is Applicant a Unit of Government? Yes No

Is Applicant a 501(c)(3) or other nonprofit? Yes No EIN Number:

Amount Requested:

Will Accept Less Funding: Yes No If Yes, Minimum Amount:

Purpose of Organization:

Purpose/Use of Grant Funds (one sentence):

What other funding sources have been approached and/or are committed to this project?

I affirm and certify that the information provided on this application is true and accurate to the best of my knowledge

Authorized Representative  
Print and Sign

Name:

Title:

Signature:

Date:



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## GRANT BUDGET WORKSHEET

**A. Revenues: List funds committed or possible additional funding in this section**

	<u>Committed</u>	<u>Possible Funding</u>
1. Grants/Contracts/Contributions	\$ _____	\$ _____
(a) Local Government	\$ _____	\$ _____
(b) State Government	\$ _____	\$ _____
(c) Federal Government	\$ _____	\$ _____
(d) Foundations (itemize) <small>attach separately if</small>	\$ _____	\$ _____
(e) Corporations (itemize) <small>needed</small>	\$ _____	\$ _____
(f) Individuals	\$ _____	\$ _____
(g) Other (specify)	\$ _____	\$ _____
2. Earned Income		
(a) Events	\$ _____	\$ _____
(b) Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (Specify)	\$ _____	\$ _____
<b>Total Revenue</b>	\$ _____	\$ _____

**B. Total Project Expenses**

	<u>Total Project Expense</u>	<u>Amount Requested from TCCF</u>
1. Consultants & Professional Fees	\$ _____	\$ _____
2. Equipment	\$ _____	\$ _____
3. Construction/Implementation Costs	\$ _____	\$ _____
4. Supplies	\$ _____	\$ _____
5. Other (Specify)	\$ _____	\$ _____
<b>Total Expenses</b>	\$ _____	\$ _____