



**THE PUTNAM COUNTY COMMUNITY FOUNDATION
COMMUNITY GRANTS PROGRAM**

GRANT APPLICATION INSTRUCTIONS

Thank you for your efforts to enrich lives and strengthen community in Putnam County. We are pleased and honored to consider your project for funding. We hope these instructions and the application outline are clear, but please do not hesitate to contact our office with questions.

GENERAL INSTRUCTIONS:

1. Include all the information requested in the Application Outline and Checklist on page 2. The checklist section is provided for your use to ensure all the information is included in your application.
2. Include all sections. If information requested is not applicable to your project, note this and provide an explanation. **Do not omit any sections.**
3. Clearly identify each section of the narratives and each attachment by labeling each with the corresponding Roman numeral and letter of the Application Outline and Checklist on page 2.
4. Place the information in the order indicated in the Application Outline and Checklist on page 2.
5. **Do not staple or bind** the original application.
6. Include the complete original application and one (1) additional copy with supporting materials.
7. You may request this application be emailed to you by sending your request to Dean Gambill at dgambill@pcfoundation.org.
8. An original application and copy must be received by mail or hand delivery at the Putnam County Community Foundation office by the due date.
9. Contact us with questions or for assistance at 765.653.4978.

All required application materials must be received by **5:00 p.m. on March 1 or September 1**, depending on the grant cycle within which you are applying, at the following address:

**Putnam County Community Foundation
PO Box 514
2 South Jackson Street
Greencastle, Indiana 46135**

APPLICATION OUTLINE AND CHECKLIST:

The complete application will consist of the following sections, with each section properly identified and labeled to correspond with the Roman numerals and letters of the outline. The checklist area at the left is provided for your use to ensure all the information is included.

(Checklist)

I. Cover Sheet

Complete all sections of the cover sheet and obtain necessary signature. A cover sheet is provided on page 3.

II. Project Narrative

Limit the length of the project narrative to **no more than two typed pages** and include the following sections:

- A. Brief history of the group or organization.
- B. Description of the proposed project/program.
- C. Description of the target population to be served.
- D. Community need or goal the project/program is designed to meet.
- E. Qualification of the organization to operate this particular project/program.
- F. Process used to evaluate the success of the project/program and estimated length of time needed to determine the project/program's success.

III. Financial Narrative

Limit length of financial narrative to **no more than one typed page** and include the following sections:

- A. Current sources of financial support for the project/program.
- B. Potential sources of financial support for the project/program.
- C. Grant seeking, fundraising, and donor development activities planned.
- D. In the event that the full request cannot be granted, prioritize financial needs and goals.
- E. Identify other significant financial information previously not addressed.

IV. Attachments (Label each page as Attachment A, Attachment B, etc.)

- A. Project/program specific budget.
- B. Copy of the sponsoring organization's most recent balance sheet, listing all assets and liabilities.
- C. Copy of the sponsoring organization's current fiscal year operating budget.
- D. List of the Board of Directors, with address, phone number, email address, and affiliations of each.
- E. List of paid staff members and regular contractual workers, with title and FTE status of each.
- F. Samples of promotional or educational materials utilized by the organization in the last six (6) months, if applicable.
- G. Copy of the auditor's cover letter from the most recent independent financial audit or review, if sponsoring organization has greater than \$250,000 annual revenue.

V. Additional Attachments for capital project requests of \$10,000 or more

- A. A minimum of two (2) bid proposals. If the two bids differ by more than ten percent (10%), a third (3rd) bid must be submitted.
- B. A construction schedule.

I. COVER SHEET

**THE PUTNAM COUNTY COMMUNITY FOUNDATION, INC.
GRANT APPLICATION**
Please type or print neatly

Legal name of Sponsoring Organization: *	
FEID Number:	
Name of project or program:	
Full mailing address:	
Phone:	
Email:	
Fax:	
Executive Director/CEO:	
Board President/Chairperson:	
Proposal contact person, title, and phone number:	
Amount requested:	
Previous Community Grants in the past 5 years with date and amount:	
Attach additional sheet if Necessary	

This application represents an accurate description of the services, programs and operations of this organization.

_____ Signature of Board President/Chair	_____ Date	_____ Print Name
_____ Signature of Executive Director/CEO	_____ Date	_____ Print Name

***Legal organizing documents must be included if organization is a first-time applicant or if requested.**

FOR OFFICE USE ONLY	DATE RECEIVED: _____
<input type="checkbox"/> Application Cover Sheet <input type="checkbox"/> Project Narrative <input type="checkbox"/> Financial Narrative <input type="checkbox"/> Project specific budget <input type="checkbox"/> Copy of most recent balance sheet for sponsoring organization <input type="checkbox"/> Copy of current fiscal year operating budget for sponsoring organization <input type="checkbox"/> List of Board Members with contact information and affiliations <input type="checkbox"/> List of staff members, contractual workers, titles, and FTE status <input type="checkbox"/> Samples of promotional or educational materials <input type="checkbox"/> Copy of most recent auditors cover letter (if annual revenue over \$250,000) <input type="checkbox"/> Bid proposals on requests of \$10,000 or more for capital projects <input type="checkbox"/> Copy of original application	