

# 2025 Small Grant Application

---

*Putnam County Community Foundation*

## *Small Grants Guidelines*

---

### **PROGRAM OVERVIEW**

The Putnam County Community Foundation (PCCF) Board of Directors guides the organization’s grantmaking priorities and strategies to ensure grant funds can leverage the greatest good. Their guidance informs the work of the Small Grant Program, a funding program which seeks to meet one-time expense needs within our community. Grants awarded through the Small Grants Program are funded by PCCF’s unrestricted funds, endowments designed for the general benefit of the community. A committee reviews grant applications from eligible organizations on a rolling basis each calendar year. Applications are accepted and evaluated on a first-come, first-served basis until designated funds available for the calendar year are gone.

View the program guidelines [here](#).

## *Project Overview*

---

Each text area is limited in the number of characters which may be used.

Examples-

1,500 Characters is roughly 250 words or 1/2 a page of text.

3,000 characters is about 575 words or 1 page of text.

### **Project Name\***

What is the title of your project?

*Character Limit: 100*

### **Total Cost of the Project\***

*Character Limit: 20*

### **Amount Requested from PCCF\***

Requests less than \$5,000.00 are considered for the Small Grant Program.

*Character Limit: 20*

### **Project Description\***

Summarize the purpose of the project, program, or idea. Also include why this project is important to your community and how it will benefit Putnam County.

*Character Limit: 3000*

### **Evaluation Process\***

How will you measure the success or impact of this project? What is the estimated time frame needed to make this determination? What, if any, additional resources do you need to effectively evaluate your project?

*Character Limit: 1000*

### **Sustainability\***

How do you ensure the sustainability of your programs/initiatives over time? Do you anticipate this project to require recurring expenses and if so, how do you plan to address those needs?

*Character Limit: 1000*

## *Organization Overview*

---

### **Organization Overview\***

Please provide an overview of the organization that includes:

1. Organization's mission,
2. Number of Putnam County residents served each year and any other relevant demographic information, and
3. How the organization strengthens Putnam County.

*Character Limit: 1500*

### **Key Staff and Volunteers\***

Describe how the expertise and capacity of your staff and volunteers enables your organization to carry out your mission, relevant programs, and this grant request. What role does your Board play?

*Character Limit: 1500*

### **Collaboration\***

Are there other groups in Putnam County that work to address a similar problem? Are you working with other partners on this project? What other partners could bring value to your project?

*Character Limit: 1000*

## *Attachments/Uploads*

---

### **IRS Letter of Determination\***

Upload your organization's IRS Letter of Determination.

*File Size Limit: 1 MB*

### **Proposal Specific Budget\***

Upload the budget for this specific proposal.

*File Size Limit: 1 MB*

### **Financials\***

Upload your organization's most recent balance sheet listing all assets and liabilities.

*File Size Limit: 2 MB*

### **Additional Upload**

Upload any additional documents that may support your project.

*File Size Limit: 5 MB*