



## Community Grant Application

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact : \_\_\_\_\_

(if other than Executive Director):                      Name                                      Title

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Brief Description of request: \_\_\_\_\_

\_\_\_\_\_

### Grant Application Format:

**A. Narrative:** (not to exceed three pages) Please include the following:

1. Agency Information: Mission statement, brief statement of organization's goals and/or objectives. Brief summary of organization's history. Description of current programs, activities and accomplishments.

2. Purpose of Grant: This section should include:

- a. Brief statement of the issue(s) to be addressed, description of constituency served, number served, target population, how you will reach them and how they will benefit.
- b. Description of goals and objectives for the purpose of this grant
- c. Description of activities planned to accomplish goals. Is this a new or on-going activity?
- d. Timetable for implementation
- e. Other organizations, if any, participating in the activity

3. Financial Need: Please indicate amount of funds requested, demonstrate financial need to support this program and indicate how the funds will be used. Indicate the percent of funds used for administrative purposes. Include long-term sources/strategies for funding at end of grant period. Also note if in-kind services, volunteer time or donated equipment are needed.

4. Community Visibility: Include plans for communicating this project, who is responsible for publicity and if grantors are included in these plans. Elevations Credit Union requests the opportunity to review communication materials that include the Credit Union's name or logo.

4. Evaluation: Include expected results, how you will define and measure success and how the project's results will be used and/or communicated.

**B. Attachments:** Agency budget & program budget, copy of letter indicating 501 (C) 3 tax exempt status, list of names and qualifications of key staff.