

**Montgomery County Community Foundation
Checklist for Grant Proposal**

Important: Before MCCF will consider a grant application, all requested attachments and information must be included in the proposal. Your grant application must be arranged in the following order and attachments labeled as follows.

- Grant application summary and cover page
- Completed grant application typed on the form provided by MCCF. Please use the space provided. Handwritten applications will not be accepted.
- Ten (10) collated copies of the entire grant proposal including attachments.
- Attachment A** - List of your organization's board of directors which includes names, addresses and email.
- Attachment B** – A resolution or minutes from your organization noting the board's support for this request.
- Attachment C** - Copy of 501(c) designation letter.
- Attachment D** - At least two (2) professional bids or quotes *for projects over \$10,000.*
- Attachment E** - The completed "Post Grant Reporting Requirements" which must be signed. (Keep a copy for your records.)

Financial Information:

- Attachment F** - Completed Project or Program Budget Form typed on the form provided by MCCF. (Excel spreadsheet)
- Attachment G** - Your organization's 2016 and 2017 year-to-date financial statements (income statements and balance sheets).
- Attachment H** - Your organization's 2016 annual budget and 2016 actual expenditures.

Please return one original of this form only with your grant proposal.

I have reviewed the grant proposal for completeness and certify that all of the required information is included.

Signature of Board President OR Signature of School Principal/Superintendent

MONTGOMERY COUNTY COMMUNITY FOUNDATION
119 East Main Street, P.O. Box 334
Crawfordsville, Indiana 47933

Phone: 765-362-1267
E-mail: kelly@mccf-in.org

Facsimile: 765-361-0562
Website: www.mccf-in.org

2011 GRANT APPLICATION SUMMARY AND COVER PAGE

Organization Legal Name:

Street Address:
Mailing Address (if different):
City: State: Zip:
Telephone Number:
Federal ID Number:

Executive Director/President:
Organization Web Site:

Contact Person:

Title:
Telephone Number:
Fax Number:
E-mail Address:

Purpose of Project:

Total Cost of Project:

Dollar Amount Requested from MCCF:

Type of Grant Request: Special project Operating Capital Programming

Signature of Board President OR Signature of School Principal/Superintendent

Please use this cover page. Please do not retype. Please submit ten (10) collated copies of your entire application and attachments to MCCF, either in person or by mail. Please number each page of the application and three-hole punch all pages. Please do not place your proposal in a binder, folder or cover or staple the application. Fax transmissions will not be accepted. Please do not send cover letters, letters of endorsement, newspaper clippings, videos or other materials.

MONTGOMERY COUNTY COMMUNITY FOUNDATION
•GRANT APPLICATION•

INSTRUCTIONS:

1. Please provide information for all of the following areas listed *in the space provided*. Please do not attach additional sheets of information. Your responses must be typed.
2. Complete the *2011 Grant Application Summary and Cover Page* and place it as the first page in your proposal.
3. Complete the *Project/Program Budget Form - Attachment F* (Excel spreadsheet) and attach to your proposal.
4. Review the *Checklist for Grant Proposal* form and include this form along with all requested attachments in your proposal. Remember to label all of the attachments.
5. Complete the *Post Grant Reporting Requirements* form and attach to your proposal. Keep a copy for your records.
6. Make ten (10) collated copies of your proposal and attachments and three-hole punch.
7. Please call the Montgomery County Community Foundation if you have questions—362-1267.

Description of Project or Program

Briefly describe the project or program for which funds are requested. Please be specific as to how the requested funds will be spent, including when applying for operating support. Identify the specific objectives for this project/program and outline your plan to accomplish your objectives.

Description of Your Organization

Please provide a brief description of your organization. Include your organization's priorities, goals and mission. Describe its purpose in the Montgomery County community and whom it serves. Please remember to attach a listing of your board of directors.

Need

Please describe the need for this project/program in Montgomery County and how this need has been determined.

Time Line

Please define the time frame for your project/program, including begin and end dates and the total time frame expected to complete it.

Budget and Financial Resources

Please complete the **Project/Program Budget Form – Attachment F**.

If the full amount of your funding request from MCCF is not granted, can your organization accept partial funding and still meet some of its project goals?

Please explain:

Does your organization have paid staff? Yes No # full-time # part-time
Will this grant involve the need for additional employees? Yes No If Yes, how many?

If this is an ongoing project, how will it be funded in the future? If this is a one-time program or purchase, how will maintenance of the purchased items, if appropriate, be funded?

Evaluation

Please describe how you plan to evaluate this project/program in terms of success in helping those you plan to benefit.

Publicity

If you are awarded a grant, state the ways you plan to publicly acknowledge the Montgomery County Community Foundation.

•POST GRANT REPORTING REQUIREMENTS•

Part of MCCF's responsibility in awarding grants for the improvement of our community is tracking the success and ultimate effect of those grants. MCCF requires a simple reporting procedure of all grant applicants in order to define the impact of grants over time. The evaluation will also be a valuable tool in determining the value of making future grants to particular organizations. The timeliness and quality of the final reports will be factors in evaluating the grantee for future funding. **All requirements for past grants must be current in order to be eligible for another grant.**

Reporting Requirements

A written report should be made by the applicant regarding the use of the granted funds. Also required at completion will be:

1. An expenditure report detailing how MCCF funds were used.
2. If construction or improvement, before and after photos.
3. If an event or program, attach statistics on outcome (attendance, etc.).
4. Did you serve all of the constituents you intended to serve?
5. Have you fully implemented all of the projects/programs?
6. Have you met the objectives outlined to MCCF in your original application?
7. Did you vary from the plan originally presented to MCCF? If so, how and why?
8. What has been the feedback from your constituency and the community thus far?

Required Statement

If awarded a grant from the Montgomery County Community Foundation, I agree to the following requirements:

- To comply with all the post-grant reporting requirements as outlined above.
- I understand that the organization identified in this grant application is not eligible for other grants from MCCF until the post-grant reporting requirements have been provided to MCCF.
- I understand that a representative from the organization must attend the grant awards ceremony to receive the grant monies.
- I understand that all unspent funds must be returned to the Montgomery County Community Foundation after one (1) year unless an extension is granted by MCCF staff.

Signature

Date

Name (print)

Organization

Please return this with your grant application and retain a copy of this page for your follow-up.