

**GREENBELT COMMUNITY FOUNDATION
P.O. Box 234, Greenbelt, MD 20768**

APPLICATION FOR FUNDS

Name of Organization:

Address of Organization:

Type of Organization: Nonprofit Corporation _____ Association _____

Not for Profit Cooperative _____ **Other (please explain below)** _____

Name and Title of Person Submitting Application:

Address:

Phone:

E-mail:

Brief Description of the Organization: (1 paragraph)

Brief Description of the Project: (1 paragraph)

Title of Proposed Project:

Amount of Funding Requested:

Signature:

Date:

** A FINAL REPORT ON THE PROJECT, INCLUDING ACCOUNTING FOR THE EXPENDITURE OF THE GRANT FUNDS, IS REQUIRED AT THE CONCLUSION OF THE PROJECT.*

GREENBELT COMMUNITY FOUNDATION

ATTACHMENTS:

1. Organizational Information:

- A. List of board members indicating officers and terms.**
- B. Brief history of the organization with previous year's accomplishments.**
- C. Mission statement and a description of how the organization operates.**
- D. Short biographies (no more than ½ page) of staff and volunteers essential to the success of this request.**
- E. Organizational budget for this year indicating fiscal year and including revenue and expense (do not include funding from this application).**
- F. Most recent Statement of Financial Position (Balance Sheet) and Statement of Activities (Revenue and Expense) if available or explain.**
- G. Copy of current IRS tax-exempt determination letter with federal tax-exempt number. If tax-exempt status is pending or not applicable, explain.**
 - a. If not incorporated as a 501c3, provide a letter from a qualifying organization willing to act as the fiscal agent for the project. The letter must include the fiscal agent organization's mission statement and attach a copy of its current IRS determination letter.**
 - b. A corporation organized as a cooperative may apply if "Not-For-Profit" is clearly indicated in its Articles and By-laws.**
- H. Annual Report if available.**

2. Project Information:

- A. Project Description (up to 3 pages) specifically addressing the following:**
 - Objectives of the project and its expected impact.
 - Who the project will serve.
 - State whether this is a new project, part of an on-going program, or an extension of a completed project.
 - Specific steps to be taken to implement the project.
 - Project timeline including start date, end date, and important milestones.
 - Letters of Support or Memorandum of Understanding from partners or other organizations involved in the implementation of the project, or whose cooperation and/or approval is integral to the project.
 - If the project is to continue after the grant cycle, what plans are you considering for future funding?
- B. Project Budget (1 page) - including Revenue and Expense as indicated below:**
 - Amount requested from the Greenbelt Community Foundation (Revenue).
 - All other funds identified for the project and their sources. If pending, indicate the date you expect notification (Revenue).
 - Donated or in-kind materials or services committed to the project and their sources (Revenue).
 - Itemize the project costs as appropriate, designating the specific items requested in this grant proposal to be funded by the Greenbelt Community Foundation (Expense).