



# 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 are clear, but please do not hesitate to contact our office with questions.*

*The complete application will consist of the following information:*

#### **I. Cover Sheet**

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

#### **II. Project Narrative**

Limit the length of the project narrative to **no more than two typed pages**. Number and clearly identify each section. The following are the sections to include:

- A. Brief history of the group or organization
- B. Description of the proposed project or program
- C. Description of the target population to be served
- D. Community need or goal the project or program is designed to meet
- E. Qualification of the organization to operate this particular project or 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**. Number and clearly identify each section. The following are the sections to include:

- 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, please prioritize financial needs and goals.
- E. Identify other significant financial information not previously addressed.

#### **IV. Required Attachments**

Please include "Attachment A", etc. at the top of each page of the following attachments:

- A. Project / program specific budget.
- B. Copy of the sponsoring organization's most recent balance sheet
- C. Copy of the current fiscal year operating budget for the sponsoring organization
- D. List of the Board of Directors with an address, phone number and email address for each of them.
- E. List of paid staff members and contractual workers with titles and FTE status.
- F. Samples of promotional or educational materials, if applicable.

- G. A copy of the auditor's cover letter from the most recent independent financial audit or review, if your organization has greater than \$250,000 annual revenue
- V. **Additional required attachments for capital projects**
  - A. A minimum of two bid proposals for the project must be submitted. If the two bids differ by more than 10%, a third bid must be submitted.
  - B. A construction schedule must be submitted.

#### **ADDITIONAL INSTRUCTIONS:**

1. Include all the information requested in the order identified in the checklist below.
2. If information requested is not applicable to your project, please note this and provide an explanation. **Do not omit any sections.**
3. Clearly identify each section of the narratives.
4. **Do not staple or bind** the original application.
5. Include the complete original application and one (1) copy with supporting materials.
6. You may request this application be e-mailed to you by sending your request to [nshoemaker@pcfoundation.org](mailto:nshoemaker@pcfoundation.org).
7. E-mailed proposals will not be considered. Faxed proposals will be considered only if two hard copies are received within five business days of fax.
8. Feel free to contact us with questions or for assistance at 765-653-4978.

#### **GRANT APPLICATION CHECKLIST:**

- Application Cover Sheet
- Project Narrative (clearly mark each section)
- Financial Narrative (clearly mark each section)
- Project specific budget
- Copy of the most recent balance sheet for sponsoring organization
- Copy of the current fiscal year annual operating budget for the sponsoring organization
- List of Board Members with contact information and affiliations
- List of staff members, regular contractual workers, titles, and FTE status
- Samples of promotional and educational materials utilized by the organization in the last six months, if applicable.
- A 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)
- Bid proposals and construction schedule on requests of \$10,000 or more for capital projects.

Please submit all required application materials by **5:00 PM, on March 1<sup>st</sup> or September 1<sup>st</sup>**, depending on which grant cycle you are applying within, to the following address:

**PUTNAM COUNTY COMMUNITY FOUNDATION  
P.O. Box 514  
2 South Jackson Street  
Greencastle, Indiana 46135**

**THE PUTNAM COUNTY COMMUNITY FOUNDATION, INC.**  
**GRANT APPLICATION**  
**COVER SHEET**

Please type or print neatly

Legal Name of Organization: *	
Full Mailing Address:	
Phone:	
Email:	
Fax:	
Website:	
Executive Director / CEO:	
Board President / Chairperson:	
Proposal Contact Person, Title, and Phone Number:	
Amount requested:	
Previous grants from the Community Foundation with date and amount:	

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

\_\_\_\_\_  
 Signature of Board President, Chair, or Executive Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

*\*If space is highlighted, copies of legal organizing documents must be submitted along with application.*

<p><b>FOR OFFICE USE ONLY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Cover Sheet</li> <li><input type="checkbox"/> Project Narrative</li> <li><input type="checkbox"/> Financial Narrative</li> <li><input type="checkbox"/> Project specific budget</li> <li><input type="checkbox"/> Copy of most recent balance sheet for sponsoring organization</li> <li><input type="checkbox"/> Copy of current fiscal year operating budget for sponsoring organization</li> <li><input type="checkbox"/> List of Board Members with contact information and affiliations</li> <li><input type="checkbox"/> List of staff members, contractual workers, titles, and FTE status</li> <li><input type="checkbox"/> Samples of promotional or educational materials</li> <li><input type="checkbox"/> Copy of most recent auditors cover letter (if annual revenue over \$250,000)</li> <li><input type="checkbox"/> Bid proposals on requests of \$10,000 or more for capital projects</li> </ul>	<p><b>DATE RECEIVED:</b> _____</p>
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