



2017 Grant Application Form

Date _____

Note: Legal applicants are organizations with the 501(c)(3) designation and/or governmental entities, public schools, some non-sectarian church programs, and most post secondary educational institutions. Other non-profit organizations may be eligible to apply based on their project, or if they have an eligible fiscal sponsor. By signing this application the fiscal sponsor agrees to use any grant monies awarded from this grant for the proposed project or program.

Legal Applicant / Fiscal Sponsor

Name	Address	City/State/Zip	Federal Tax ID Number
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Organization Conducting Project / Program (If different from Legal Applicant/Fiscal Sponsor)

Name	Address	City/State/Zip
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Name of Project / Program _____

Contact Person _____ Grant Amount Requested _____

Phone Number _____ E-mail _____

NARRATIVE: On a separate sheet, provide the following information:

- Describe your organization, including background and purpose
- Describe the current situation and/or need (*If applicant is a government entity, please address how PCA/Community Fund funding would help to 'lessen the burdens of government'*)
- Describe how you will address the need
- Describe other groups or agencies working with your organization
- Describe other funding secured or applied for
- Describe how you will measure the impact/results of your efforts

ATTACHMENTS: Please attach the following items to your application and narrative:

- A copy of your IRS tax exempt status determination letter (If you are not a 501(c)(3) you MUST have a fiscal sponsor who signs the Grant Application Form)
- IRS form W9
- A budget for your project/program
- A list of your Board of Directors, including titles and addresses

Signature _____ Date _____
Applicant (Organization conducting the Program)

Signature _____ Date _____
Fiscal Agent or Organization Representative (if applicable)

Your completed application must be **submitted online at www.greaterpcf.org OR received in the office by 4:00pm, January 27th, 2017.** Your application is not considered complete until all attachments are received. Please send to Greater Poweshiek Community Foundation, PO Box 344, Grinnell, IA 50112. This application and sample materials are also available online at www.greaterpcf.org.



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SAMPLE BUDGET

Please complete the following budget table and include all sources of income for the proposed project.

Expense Item	Grant Request	Support From Other Sources (including in-kind)	TOTAL
TOTAL			PROJECT TOTAL \$

GRANT REPORT

If funded you will be required to answer the following questions at project completion:

1. Briefly summarize project achievements:
 - a. What were your achievements as they relate to the goals and objectives of the project?
 - b. If you modified your intended outcomes, indicate the changes.
 - c. Have there been any unanticipated outcomes? What are they?
 - d. How has this project impacted "larger" community issues (poverty, youth, health, etc)?
2. List the number of adult volunteers/youth volunteers that were a part of the project.
3. List the number of adults/youth served as a result of the project.
4. List the agencies or groups with whom you collaborated to make this project happen. Explain how they were involved.
5. Project budget – Include an expense sheet for the project detailing how funds were expended; include an income sheet for the project including donations received from other groups, individuals and organizations, any in-kind gifts and services the project received (these are encouraged and it is hoped that the grant will serve as the impetus for additional support).
6. Future plans for the project – Do you plan to continue the project? Has the project become self-sustaining? Do you think other groups could replicate this project? In what ways? What plans, if any at this time, do you have to disseminate information on the project?
7. Is there a balance left at the time of the report? If so, you may make a request for a continuation of time to expend the grant monies. Please indicate how you plan to expend the balance and give a time line.
8. Please include at least one photos press releases demonstrate the project's success.