



**Grant Application Summary and Cover Page**

**Organization Profile:**

Organization's Name: \_\_\_\_\_

Purpose of Organization (or mission statement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Director and/or President Name(s): \_\_\_\_\_

This organization is a 501(c)3, governmental or educational entity: \_\_\_\_\_ Yes \_\_\_\_\_ No

EIN: \_\_\_\_\_

RCCF can only issue checks to organizations that have a 501(c)3 or are governmental or educational entities. If you answered "NO" for the line above, what organization will handle your grant funds by serving as your fiscal sponsor? \_\_\_\_\_ Please verify that

this organization will do this by having the signature of the President from their board on letterhead.

What is their EIN Number? \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Number of Paid Staff: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Project Name: \_\_\_\_\_

\_\_\_\_\_

**Contact Information:**

Ripley County Resident Contact for Grant: \_\_\_\_\_

Contact Mailing Address (include city): \_\_\_\_\_

\_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

\_\_\_\_\_

**Grant Profile:**

Primary Focus of Proposed Grant (check only one)

- Community Service
- Social Service
- Education
- Health
- Environment
- The Arts

Beginning Date of Project: \_\_\_\_\_ End Date of Project: \_\_\_\_\_

- Application for a Large Grant must be received by the first Friday in August at 4 pm.

Please submit **all** materials by this grant cycle deadline.

**You are responsible for providing the Foundation with 11 (eleven) copies (ten three-holed punched copies of your grant request plus the original).**

- All documents should be on 8 ½ x 11 paper & printed on one side only.
- If you are awarded a grant, you will be required to sign a grant agreement form before receiving your check.
- You will also be required to submit a grant report form within six months (or one year if the project will not be completed before. Extensions must be requested in writing from the Foundation.) The responses to the questions in this application provide an assessment and accounting of this grant to the Board and staff and also provide a tool by which RCCF can monitor the effectiveness of a grant in relation to stated goals.
- **Grant Report Forms must be filed for every grant awarded before another grant to the same organization will be considered.**
- If we deem that funds were not used for the intended purpose or were inappropriately used, we reserve the right to request its return.
- Use the following outline to prepare the answers for the RCCF Grant Application. Do not answer in a straight narrative so the committee can evaluate your application more easily. Answer each question separately. For example: 1a; 1b; 1c; 2a; etc.

## **RCCF Grant Application:**

Please answer the following questions about your organization and your project:

### **1. Organization Information- Answer each question using number and letter**

- a. Briefly describe your organization.
- b. What is your organization's purpose?
- c. Whom does it serve?

### **2. Project Information-Answer each question using number and letter**

- a. Describe the project for which you want financial support and how it fits with the Foundation's selected Area of Interest.
- b. Why did you choose to apply to RCCF for funding of your project?
- c. How does it benefit people in Ripley County?
- d. Whom will it benefit specifically?
- e. How many people will the project potentially serve (estimate)?
- f. Outline your plan to accomplish your project.
- g. What is the time frame for your project? Projects cannot begin before November.
- h. What is the total cost of your project? Include a detailed project budget with written estimates (preferably two estimates) from providers.
- i. How much of the total cost are you requesting from RCCF?
- j. List other sources of potential financial support. How will the project be financed without RCCF grant money?
- k. How does this project fit your organization's purpose?
- l. Is there anything else you would like RCCF to know about your organization or this project?
- m. How will you publicize your project giving credit for RCCF support?

### **3. Project Evaluation- Answer each question using number and letter**

- a. How do you plan to evaluate this project?
- b. How will you know whether it has been successful in terms of those you hope to benefit?

### **Required Attachments**

- A list of your board of directors with addresses;
- A letter from the president of the Board stating the Board has approved the grant request;
- A letter of support and its IRS determination letter from your fiscal sponsor if applicable;
- One copy of the most recent annual operating budget, income, and expense statement and balance sheet (to be included with original application);
- One copy of your organization's or if applicable, fiscal agent's, most current 990 (to be included with original application);
- Include a copy of your organization's most recent IRS 501(c)3 determination letter.

### **Optional Attachments:**

- Letters of support from specialists or community leaders demonstrating the need for the project.