



Connecting People Who Care with Causes that Matter

**George and Emily Severinghaus Beck Memorial Fund  
Grant Application Summary and Cover Page**

**Organization Profile:**

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

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

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

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

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

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

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**Contact Information:**

Contact for Grant: \_\_\_\_\_

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

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

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

Best Time to Contact: \_\_\_\_\_

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

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**Grant Profile:**

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

- ✓ Application for this Grant must be received by Monday, September 10<sup>th</sup> by 4:00pm.

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

- 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 be expected to be available for a photo opportunity when you receive your grant 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; etc.

## **RCCF Grant Application:**

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

### **Project Information-Answer each question using number:**

- 1) Describe the project for which you want financial support.
- 2) Whom will it benefit specifically?
- 3) How many people will the project potentially serve (estimate)?
- 4) Outline your plan to accomplish your project.
- 5) What is the time frame for your project?
- 6) What is the total cost of your project? Include a detailed project budget with written estimates.
- 7) How much of the total cost are you requesting from RCCF?
- 8) List other sources of potential financial support. How will the project be financed without RCCF grant money?
- 9) How does this project fit your organization's purpose?

Is there anything else you would like RCCF to know about your organization or project?

### **Required Attachments**

- A letter from the president of the Board stating the Board has approved the grant request.
- How will you publicize your project giving credit for RCCF support?