

SECTION 1: General information

Date of Application:

A. Applicant organization

Applicant organization (full legal name):			
Mailing Address:			
City:	State:	Zip:	County:
Telephone:			
Executive Director:		Email:	
Project Director:		Email:	
Title (if different)		Phone:	
Website:			

B. Grant Information

Grant title:			
Total budget for this project/program: \$		Amount of this request: \$	
Other dollars committed:		Is this a new or continuing project:	
Type of Request:	Capital	Operating	Program/Project
Project timeline (e.g., one-year grant, etc):			
Anticipated project start date:			
Total number of people & demographic to be served:			
Will you still be able to complete the project/program if the grant is not awarded: YES NO			

C. Brief Description of Organization (max 200 words)

SECTION 2: *Grant Description and Methodology*

A. Program/Project Description - Describe, in detail, your request. Be sure to address the following: Statement of emerging or existing needs/problems to be addressed; description of target population and how they will benefit. Also include project/program goals and objectives, measurable objectives, and plan for implementation. (max 500 words)

B. How will you track progress, evaluate and share your results? (max 200 words)

C. Describe your efforts to gain local input, cooperation and/or collaboration on this project. (max 200 words)

D. How does this project leverage additional local resources and/or funding? (max 230 words)

E. Is there any other information we might need to better understand the needs of the community that this request will serve? (max 230 words)

F. Describe how the requested funds will be used. How will the remaining costs for this project be covered? How will costs be covered after this grant? (max 230 words)

SECTION 3: Administrative data

A. Tax Status

Legal name by IRS determination:	Church (by definition):
501-(c)(3):	Agency of the government:
Tax ID#:	Date of IRS letter:
Not a NPO; we have a fiscal agent:	Fiscal sponsor's name:

B. Financial Information

Organization's budgeted expenses for current year: \$		
Fiscal year end date:	Audited?	
	Yes	No
Endowment size (market value as of fiscal year): \$		
Organization's Major Funding Sources:		
Chapter of national or regional organization (specify):		
Any additional funding (e.g., United Appeal,/county board of health, etc.) by percentage:		

C. Signatures (signatures can be scanned on a separate piece of paper)

Signature of Executive Director
Signature of Board President

SECTION 4: Required financial attachments

All attachments must be titled to match their corresponding letter and section number.

(E.g. Current year's budget should be titled "Section4D.")

- A. Detailed budget for your entire project/program. (You can use our Grant Budget Form or attach your own)
- B. List of grants including name of funder and amount awarded during your organization's most recently completed fiscal year.
- C. Year End Statement of Income and Expense for your organization's most recently completed fiscal/calendar year. Organizations greater than \$2 million are exempt from this section.
- D. Current year's budget

SECTION 5: Required non-financial attachments

- A. IRS letter of determination 501©(3) if not funded in the last three years by the RCIF.
- B. List of key staff members
- C. List of board members
- D. Letters of commitment from collaborating organizations or fiscal agent, if appropriate.
- E. Letters of support
- F. All capital purchases over \$2,500 require the submission of an estimate.