

PART II: GENERAL APPLICATION

Please provide the following information by answering all questions in sections I - IV in no more than two (2) typed pages, with 1 inch margins and 12 pt Times New Roman font. Please be thorough, clear, specific, and concise, using I – IV as paragraph headers (do not include questions). Completed application packets must be received in the Foundation office by NOON on the deadline day. Faxed or e-mailed packets will not be accepted.

I. Organization/Agency Background:

- A. What is the history, mission and purpose of your organization? How long has the organization been providing programs and services to the community?
- B. What are some of your current programs and activities?
- C. What are some of your past organizational accomplishments (last three years)?

II. Project Information:

- A. Statement of Need
 1. Specify the Foundation priority area(s) and/or community need for which you are seeking funds.
- B. Project Goal, Outcomes and Methodology
 1. State your project goal. Describe your project. How does your project address the priority areas/community need? Who will the project target/serve? What are the specific activities you will undertake to meet your goal? What is unique and innovative about this project?
 2. State three outcomes for the program/project. Outcomes should be specific, measurable, action-oriented, realistic, and time-specific. How will you use the grant funds?
 3. What is your timeline for implementing the project?
 4. How does this project relate to other existing projects in the community? How does your organization collaborate with other organizations to achieve its goals? (Please provide specific organizations and examples of collaboration).
- C. Project Benefits and Evaluation
 1. What are the key anticipated benefits of the project and impact on its participants?
 2. How will you know if you have achieved the expected outcomes?
 3. How will progress towards the goals be tracked and outcomes measured?

Capital Projects (only complete this section if you are applying for a capital expenditure):

- A. Please state whether your organization is applying for capital funds to purchase, renovate, or remodel; complete new construction; purchase equipment; or construct a park/playground.
 1. New Construction: Why will only new construction meet your need? Have you solicited competitive bids, and are you choosing the lowest bid? If not, explain. Does the applying organization own the property? (Please include any documentation with your application)
 2. Purchase, Renovation, or Remodeling: Does or will the applying organization own the building? If not, do you have a long-term lease? Have you solicited competitive bids, and are you choosing the lowest bid? If not, explain. Has there been a professional appraisal of the building? (Please include any documentation with your application)

3. Equipment Purchase: Why is this purchase necessary for your organization? Have you solicited competitive bids, and are you choosing the lowest bid? If not, explain. What will be done with the old equipment, if applicable? Have you attempted to have items donated? If yes, please explain.
4. Playground/Park Construction: Who owns the land where the playground/park will be constructed? What resources is your organization committing to the project? Who will construct it? Who is installing the equipment? How have the community and/or individuals to be served been involved in the planning and construction? Who will maintain the site? Who is liable for the property? Who will fund the remaining portion of the project?

III. Project Sustainability:

1. If the Foundation were to fund this program/project, how will you continue the work once the grant funding ends?
2. Is your board/organization contributing to this program/project?

IV. Governance and Leadership:

- A. Describe your board and the role it plays in the organization. How does the organization ensure the staff, board, and volunteers reflect and understand the needs of the population they serve?
- B. Has the board approved this project? If no, please explain.

V. Project Budget Form (must use form provided on page 3)

VI. Organizational Budget Form (must use form provided on page 4)

Additional Documents

- A. Please submit the following separate documents with your completed application:
 1. Organization's current year operating budget
 2. Organization's year-to-date budget vs. actual Profit & Loss statement
 3. Most recent audit (or audit substitute) **AND** IRS Form 990. If an audit or IRS Form 990 is not available, then internal financial statements (Balance Sheet, Statement of Activities, Statement of Cash Flows, and Notes to Financial Statements) and a written statement describing the accounting system (preferably signed by a CFO or CPA) may be submitted. Prior to submitting internal financial statements, please consult with Program Staff.
 4. A list of references (up to three) representing organizations or individuals who are knowledgeable and supportive of this project/program. Please include names and contact information. (Letters of Support are not accepted)
 5. If purchasing equipment, three competitive bids or price quotes (if not possible, consult with Program Staff)
 6. HCDE schools must provide documentation that they have notified both their County Commissioner and School Board member about the need for which they are seeking Foundation funding.

V. Project Budget Form:

Please provide a detailed line-item budget for your project by completing the tables below. Include all sources of funding for the proposed project.

Funders/Income

Funding Source	Amount	Status
TOTAL		

Project Expenses

Item Description (Formula/equation used)	Amount Requested from Community Foundation	Amount Requested from Other Funding Sources	TOTAL
Project Totals			

VI. Organizational Budget Form:

We would like three years of budget information. This will give us a financial snapshot of your organization over a three-year period and will help us understand not only your financial health, but also any growth your organization may be experiencing. **Your past, current and projected budget is preferred, if it is available.** We recognize that your fiscal year timeline may not coincide at a year end point when you submit an application and that you may not have an approved budget for your next fiscal year ready yet. If that is the case, please submit the past two years of actuals and the current year budget. NOTE: Expenses and Revenues should be the same as those listed on page 1 of the organization’s IRS Form 990.

Fiscal Year:	Fiscal Year:	Fiscal Year:
Expenses:	Expenses:	Expenses:
Revenues:	Revenues:	Revenues:
Sources of income (percentages should total 100%):	Sources of income (percentages should total 100%):	Sources of income (percentages should total 100%):
Individuals %	Individuals %	Individuals %
Foundations %	Foundations %	Foundations %
Corporations %	Corporations %	Corporations %
Special events %	Special events %	Special events %
Fees & earned income %	Fees & earned income %	Fees & earned income %
Government %	Government %	Government %
Memberships %	Memberships %	Memberships %
Other %: _____ (Describe)	Other % _____ (Describe)	Other % _____ (Describe)
Debt Ratio: (Total Liabilities / Total Assets)	Debt Ratio: (Total Liabilities / Total Assets)	Debt Ratio: (Total Liabilities / Total Assets)
Endowment Size:	Endowment Size:	Endowment Size:

VII. Statement of Inclusiveness/Authorization Statement

1. Inclusiveness Statement – the governing board of your organization agrees to abide by the following practice of inclusiveness, as required by the grants contract:

No person is excluded from employment, volunteer participation, or agency services, because of age, gender, race, national origin, religious beliefs and background, physical abilities, disability, sexual orientation, economic circumstances, and any other characteristic protected by law. Exceptions may be made for religious organizations who can demonstrate bona fide occupational qualifications based on religious belief for employment and volunteer participation.

2. Authorization Statement

We certify that the information contained herein is correct and complete. We agree to keep accurate financial records for any funds that might be received, and to use any grant money strictly for the purpose detailed herein. We will comply, in the event the Foundation requests, to schedule project evaluation visits before and after the grant has been made. We agree to submit the interim and final required fiscal and narrative reports as specified in the Grant Contract.

Board Chair signature: _____ Date: _____

Submission Date of Letter of Intent: _____