



Grant Application Cover Sheet

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|--|-----------------------------|---------------|
| Legal Name of Organization (as listed on IRS 501(c) 3 Letter): | | |
| Federal Tax ID Number: | | |
| Organization Address: | Website: | |
| | Fax: | |
| Executive Director: | Phone: | Email: |
| Project Director: | Phone: | Email: |
| Project Title: | | |
| Project Start Date: | Project End Date: | |
| Amount Requested: | Total Budget Amount: | |
| Other Identified Funding Sources: | | |

Organization Profile

| | |
|--|--|
| Year Founded: | # of Employees: |
| Mission Statement: | |
| Total Annual Operating Budget: \$ | |
| Service Area Zip Codes: | % of Clients in West Chester/Liberty: |
| Total Number Served: | Age Group Served: |

Authorization Signature:

If approved, this agency agrees to carry-out the project as approved by The Community Foundation of West Chester/Liberty.

Name: _____ Date: _____

Title: _____

Grant Proposal Narrative Guidelines

- A. Cover Letter – Provides introduction to your organization and proposal**
- B. Organizational Information**
 - a. Brief summary of organizations history**
 - b. Brief summary of organizations mission and goals**
 - c. Description of current programs, activities, and accomplishments**
- C. Project Information**
 - a. Project rationale- Identify problem/current need**
 - b. Project goals and outcomes**
 - c. Project activities/timetable**
 - d. Collaborations/Partnerships**
 - e. Names and qualifications of person(s) carrying out the project**
- D. Evaluation**
 - a. Plan for evaluation**
 - b. Sustainability**
- E. Financial Information**
 - a. Project Budget**
 - b. Project Narrative**
 - c. Operating Budget**
 - d. Recent Audit or Form 990**
- F. Appendix**
 - a. IRS determination letter**
 - b. List of Board Members and their affiliations**
 - c. Newsletter, annual report, program brochures, etc**

Please Submit 1 original and 4 copies of your proposal.

The Foundation's staff and Grants Committee reviews all applications. As needed, staff and/or committee members will request additional information and/or a site visit. After a full review, a funding recommendation is prepared for the Board of Directors for a final decision. All applicants will be notified in writing of the Board's decision.

