

Central City Foundation

Grant Application

Please read the General Funding Guidelines before completing this form.

Note: The Central City Foundation supports registered charities that have a federal charitable tax number.

Funding Deadlines: May 1 and November 1 each year

A. Organization: Description and Budget

Society Name: _____

Executive Director/Manager: _____

Contact Name: _____ Phone: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

B. C. Society Registration Number: _____

Federal Registered Charity Number: _____

Please attach the following to this application:

- A briefly stated history, and the purpose and activities of your organization,
- Most recent audited financial statement;
- Budget for the current fiscal year;
- Current Board of Directors list
- Letter of Support from the Chair
- A synopsis of the current project proposal

B. Project Description:

1. Please state the grant amount requested from the Central City Foundation:

2. Project start date: _____ Project completion date: _____

3. Please describe your project and outline the needs or problems that the proposed program or service will address.

4. How were these needs or problems identified?

5. Please describe the goals and objectives of this program.

6. What are the methods and activities planned to achieve these objectives.

7. Please define the geographic area served by this program.

8. Please indicate community support and/or partnerships with other organizations (both present and planned).

9. Please indicate the extent and type of volunteer assistance.

10. Describe how a grant from the Central City Foundation will be used in this project?

11. If the Central City Foundation provides this grant, how will you make it known in the community?

12. What plans are in place, if a grant from the Central City Foundation will not complete the project?

C. Project - financial information:

Please list all revenues for this project, including other funding sources and the amount requested from the Central City Foundation.

Please list all expenditures including, salaries, capital costs, equipment, materials, transportation, rent, utilities, contingency, etc.

D. Evaluation:

The Central City Foundation expects the following from grant recipients;

- A mid-term and final report
- Site visit(s) from the President and CEO
- Proof of proper fiscal management and reporting of Central City Foundation funds
- Copies of receipts for major purchases
- Acknowledgment of support from the Central City Foundation
- Approval from the President and CEO prior to any substantial alterations in plans.