



COMMUNITY
FOUNDATION

2020 MINI-GRANT APPLICATION

SAMPLE

Mini-Grants are up to \$5,000.

Mini-grants are reserved for organizations with an annual operating budget of \$350,000 or less.

Applications are due by 5:00 p.m. on Monday, February 3, 2020.

This is a sample application, please do not submit this form. Applications must be submitted using our eGrant system.

Organization Name: _____

Mailing Address: _____

Type of Organization: (please select one)

- Non-Profit Organization
- School
- Governmental Unit
- Church or Faith-Based Organization

(faith based grants must be for a program for general community benefit, not internal only)

Do you have IRS status of 501(c)3? ___ YES ___ NO (if no, other IRS status: _____)

Please provide your Federal Tax ID or Employer ID: _____

Please provide your License to Solicit # if applicable: _____

What is your organization's annual operating budget? _____

What percent of your organization's annual expenses is allocated to each of the following:

Administration: _____ Fundraising: _____ Program: _____

(must equal 100%). Refer to your most recent audit if applicable.

Director of the organization

Name: _____ Title: _____

Contact Person for this Grant

Name: _____ Title: _____

Phone: _____ Email: _____

Organization's Mission Statement: _____

Project/Program Title: _____

Funding Amount Requested: _____

Project Information:

What is the need you are trying to address? (500 characters max)

How will your proposal meet this need? (500 characters max)

Grant Budget:

Dollar Amount	Description and Quantity of item
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Please quantify your proposal in one sentence, to clearly state how the grant will be utilized, using 25 words or less. Example: "A gift of \$5,000 will provide one daily free lunch to 100 low-income individuals for one year. "



Please attach your organization's logo for publication purposes. (JPG, PNG, or PDF format only, please)

What Happens Next? Mini-Grant applications will first be reviewed by a committee. A brief description of each qualified proposal will be included in our annual Funding Opportunities brochure which is shared with donors and potential funders several times throughout the year. All proposals will close December 31.

Please Note: Mini Grants are best suited to programs or projects that are not time-sensitive. There is no guarantee that your proposal will be selected for full or partial funding, or that it will be funded within a certain time frame.

If you would like to discuss a grant idea, or if you have any questions, please contact Cindy Hales, Director of Community Investment at (517) 664-9851 or chales@ourcommunity.org.

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