



COMMUNITY
FOUNDATION

Ovid-Elsie Community Fund
of the Capital Region Community Foundation
2019 Grant Application



INSTRUCTIONS:

Step 1: BEFORE you begin filling in fields: Save this PDF template to your computer and give it a name.

Step 2: Complete all the fields by typing in your answers.

Step 3: Save the document again. Step 4: Email it as an attachment or "share" it with Tracy Russman, Community Investment Associate at trussman@ourcommunity.org. Or you may print & mail it.

Applications are due on or before 5:00 p.m. on October 15, 2019.

This application will be reviewed by the Ovid-Elsie Community Fund Advisory Committee, which meets at the end of October. Applicants will be notified in mid-November.

Date of Application: _____

Organization Name: _____

Mailing Address: _____

Type of Organization: (please select one)

- Non-Profit Organization
- School
- Governmental Unit
- Church or Faith-Based Organization (*project must be for community benefit*)

Do you have 501(c)3 status? ____YES ____NO

Please provide Federal Tax ID or Employer ID: _____

Please provide your License to Solicit # if applicable _____

Organization's Mission Statement if applicable: _____

Organization Director Name and Title _____

Grant Contact Person Name: _____ Title: _____

Phone: _____ Email: _____

Title of the proposed project: _____

What is the need that you are trying to address? (100 words or less)

How do you plan to address this need? Describe your project or program. (100 words or less)

Grant Request Amount: \$ _____

Budget: Please provide a breakdown of costs associated with this project or program.

<u>Amount</u>	<u>Purpose</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Cost of this Project or Program: \$ _____

Please also attach a list of your Board or Council Members with affiliations.

SUBMIT YOUR APPLICATION:

All grant applications must be submitted by 5:00 p.m. on October 15, 2019. Remember to make a copy of your complete application packet to keep for your records. Submit the fillable PDF and list of board members in one of the following ways:

- By email attachment or "share" trussman@ourcommunity.org
- Print it and fax or mail using the contact information below