

**Bowling Green Community Foundation, Inc.  
2010-11 APPLICATION FOR GRANT FUNDS**

**Date:**

Application Submitted by

Organization:

Address:

City, State, Zip:

Contact Person:

Telephone:

Title:

E-mail:

**Project Information:**

Project Name:

Brief Summary of Grant Request:

Grant amount requested:

Total cost of Project:

Dates of the Project

Is this a new or established program or project for your organization? \_\_\_ New  
\_\_\_ Established

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Date

The following information must be included in all proposals:

**The Purpose and Need:** State the goals and objectives of the project. Identify the problems or needs which will be addressed. Identify who will benefit from this Grant.

**Implementation:** Summarize the plans and time frame for implementation of this project. Identify the individual(s) who will be responsible for overseeing the program and briefly describe their qualifications.

**Evaluation:** State the criteria and procedure that will be used to evaluate the success of the proposed project or program. Relate this evaluation to the stated goals and objectives. What outcomes will be necessary to classify the project a success?

**Budget:** Provide a complete project budget which includes the following: projected project income and expenses; all sources of funding for this project (both solicited and received); and the period (beginning and ending dates), for which funds are being requested.

**Future Support:** Identify plans for securing ongoing operational support for this project once Foundation funds are expended. Include anticipated future financial needs for the program/project, and potential sources of funding. If this is a one-time program or purchase, how will the maintenance of the purchased items, be funded?

### **Organizational Information**

Has your organization received a grant from the BG Community Foundation in the past? If yes, please provide a list including year of grant, amount received and project funded.

Approximate number of individuals or families served by your organization in the BG area? Additional individuals or families served outside the BG area, if applicable?

Is the applicant controlled by, connected with, or sponsored by another organization? If yes, identify the organization (including its purpose and activities) and explain the relationship.

Does your organization have an endowment or other investments (CD, money market accounts)? If yes, please provide current balances.

### **Attachments**

One copy of the following documents must be attached to the original application form:

- 1) The names and affiliations of the organization's Board of Trustees or Executive Committee
- 2) Brief background history of the organization, including when and how it was established, the mission/purpose, accomplishments to date and a listing of current programs and service
- 3) The organization's most recent audit, or the unaudited income and expense statement and balance sheet
- 4) The organization's current operating budget which includes line-items indicating both income and expenses
- 5) Copy of the organization's tax exemption letter from the Internal Revenue Service
- 6) Copy of the 990, 990 EZ, or a 990-N which your organization submitted to the IRS

MAIL one original and one original/copy of each of the requested documents in the attachment and 9 copies of the grant application without the attachments, postmarked by March 15, 2010, to Bowling Green Community Foundation, PO Box 1175, Bowling Green, OH 43402. To request additional information: Contact the Foundation [bgcf@bgohcf.org](mailto:bgcf@bgohcf.org), or 419-352-0281.