



2011 GRANT APPLICATION

- 1. Name of Organization: _____
- 2. Street Address or P.O. Box: _____
- 3. City, State, Zip Code: _____
- 4. Contact Person: _____
- 5. Telephone Number: _____
- 6. E-Mail Address: _____
- 7. Tax Identification Number (EIN): _____

If the contact person listed on the application becomes unavailable after the application is submitted, please notify our office of a new contact and correct phone number and email address. Applications will not be considered if the Foundation staff cannot reach the contact person.

8. Date your organization was established: _____

9. Attach a list of your Board of Directors with affiliations.

10. Purpose of the organization:

11. Portion (%) of your annual budget funded by charitable contributions: %

12. Amount requested from the Community Foundation \$ _____

To be allocated as follows:

	Specific Project or Program	Endowment Fund
	\$ _____	\$ _____
	(Maximum = \$6,000)	(Maximum = \$1,000)

13. Summarize your request in no more than fifty (50) words:

14. Detailed explanation of need for funds A – D

A. Community need this project or program will serve:

B. Total number of people who will be served by the project or program: _____

C. Total number of Whitefish community citizens who will be served: _____

D. Number of volunteer hours performed on behalf of your organization during the current year: _____

15. Depending on your answer to question 12, answer either A and/or B below as they apply to your funding request.

A. For a specific project or program (1 –5)

1. Describe the project or program goals and objectives.

2. What is the current status?

3. Attach a copy of the anticipated budget for the project or program.

4. What other funding sources, if any are being sought?

5. What are the long-range funding strategies for the project or program?

B. For endowment fund (1 – 3)

(You **MUST** have an existing endowment fund with the Foundation to apply for endowment funding.)

1. Describe the overall goal for the endowment fund and the plan to achieve it.

2. What other sources are there for the endowment fund?

3. For what purpose will the income from the endowment fund be used?

16. Important: If you received a 2010 Foundation grant, please attach a report of how the funds were used. *An officer of your organization must sign the report.*

17. The following attachments to the application are mandatory:

A. Attach the following financial information of **total** organization to each copy of application. (No audits or 990's please.)

1. 2010 year end Financial Statement including Balance Sheet and Profit and Loss Statement.
2. Current Fiscal Year or Calendar Year projected Budget for expenses and revenues (2011).
3. Current Balance Sheet showing all assets and liabilities and Profit and Loss Statement (Dated within the last 90 days).

B. Attach copy of most recent (issued within the last 3 years) determination letter from Internal Revenue Service recognizing tax exempt status of organization under Section 501(c)(3) of the Internal Revenue Code and a statement as to any changes in the organization's tax exempt status since the determination letter was issued. **Only one copy of this letter and/or statement required.**

18. Provide a one-page narrative, as described below, using 12-point type.

A. **Explain the specific situation (opportunity, issue, need or challenge) this application addresses, how the determination was made and who was involved in that decision.** Spell out the importance to the Whitefish community of what you are proposing to do and why your organization is especially qualified to do this.

B. **Describe the activities for which you seek funding, when and how they will be carried out, who will be the key personnel and the specific outcomes you expect to produce.** Please make clear to us what difference your program/project will make – be as specific as you can.

C. **Explain specifically how the activities you described will build community capacity and community connections.** This is important because it speaks to the heart of our Whitefish community-building mission. Explain how your program/project will help make our community stronger.

19. Your application must be signed by a current officer of your organization certifying the following:

I hereby certify that I have reviewed the information stated on this form, and that it is true to the best of my knowledge. I am authorized to submit this application on behalf of the organization stated above. I understand that the Whitefish Community Foundation will perform the appropriate due diligence to determine the accuracy of the information provided.

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Be sure that you have completed all points above. Incomplete applications will not be considered.
Grant applications must be received by June 1, 2011 at 3 PM and sent to the following address:

Whitefish Community Foundation
P.O. Box 1060, 214 2nd West
Whitefish, Montana 59937
IMPORTANT: Faxed or e-mailed applications are not accepted.