



GREATER GREEN BAY COMMUNITY FOUNDATION

GRANT APPLICATION

Name of organization/group: _____

Address: _____

_____ Zip Code: _____

Agency Phone: _____ Agency Fax: _____ Email: _____

Primary contact person for this grant application: _____ Phone: _____

Name and title of chief administrator: _____

Amount requested: \$ _____

Brief description of request: _____

General mission of organization/group including year of establishment: _____

Has your governing board approved a policy that states that your organization does not discriminate? Yes:___ No:___ If no, explain: _____

Please submit copies of the following with this cover sheet:

1. Complete list of the organization's officers and directors.
2. The organization's most recent audited financial statement; if an audit is not available, submit the actual income and expense statement from the past fiscal year.
3. Copies of the IRS federal tax exemption determination letters, if applicable. *An organization that submitted its determination letter with previous applications need not resubmit the letter unless the status has changed.*
4. Narrative and Budget (respond to questions on reverse side in a **maximum of three pages**, including the budget).

Submitted by:

Signature

Title

Printed Name

Date

NARRATIVE AND BUDGET

Please structure your application according to the sections below. Limit your response to a maximum of **three (3) typed pages, including the project budget**, unless you receive prior consent from the Community Foundation. The Community Foundation may omit from consideration any responses longer than three pages that are submitted without prior consent.

- 1. ORGANIZATIONAL OVERVIEW:** Provide a brief overview of your organization.
- 2. STATEMENT OF NEED/OPPORTUNITY:** Explain the need or opportunity that is causing you to take the action proposed in this application. Whenever possible, substantiate your assertions with data.
- 3. OBJECTIVES:** In terms of the broad benefit to the community, articulate what you hope to achieve with this grant. This should not be a review of the proposed activities of your organization, but rather a discussion on how implementing this proposal will improve the quality of life in Northeast Wisconsin.
- 4. PROGRAM/ACTIVITIES:** Highlight the proposed actions of your organization that are designed to achieve the objectives articulated above. Also provide a schedule of events, or timetable, for your actions.
- 5. EVALUATION:** Explain how you will measure your progress toward achieving the objectives articulated above.
- 6. PROJECT BUDGET:** Provide a budget for your proposed activities, indicating what segments you are asking the Community Foundation to support. You do not need to itemize every expenditure. Broad budget categories will suffice. Include a listing and the status of any other grant or funding requests that relate to this proposal.
- 7. FUTURE/OTHER FUNDING:** Share your requests/commitments for any additional funders for this current project as well as plans for funding these activities beyond the duration of this grant request.

The Greater Green Bay Community Foundation supports non-profit organizations with operations in Brown, Kewaunee, and Oconto Counties, Wisconsin. Refer to the Community Foundation brochure "Grant Guidelines and Application Process" for more information.

All applicants should share their ideas with the Community Foundation prior to the submission of a formal application. Please call (920) 432-0800 if you would like to make an appointment. The Community Foundation reserves the right to refuse to consider unsolicited proposals. Please submit a signed original application (this form). **Do not submit photo-copied or scanned applications.** Please call us if you need a new application.

Applications are considered on a quarterly basis and **must be received by the Foundation by close of business on January 15, April 15, July 15, or October 15.** If the deadline falls on a weekend or holiday, applications are due on the last business day prior to the deadline. Faxed applications are not accepted.

Please direct all inquiries and applications to:

Greater Green Bay Community Foundation
310 W. Walnut Street, Suite 350
Green Bay, WI 54303
(920) 432-0800