



Greater Green Bay Community Foundation

Funds for Greater Green Bay Grant Application

Updated November 2011

Name of organization/group:		EIN:
Address:		City/State/Zip:
Agency Phone:	Agency Fax:	Website:
Primary contact for this grant application:		
Email Address of Contact:		Phone:
Name of chief administrator:		Title:
Amount Requested: \$		Total Project Budget: \$

Brief description of request (Do not attach a separate sheet):
General mission of organization/group with year of establishment (Do not attach a separate sheet):
Has your governing board approved a policy that states that your organization does not discriminate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, explain:

Provide the information requested above ON the cover sheet, not on attached pages. Submit copies of the following with this completed and signed 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 conducted, contact the Community Foundation for additional instructions.
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 the next page in a **maximum of three pages**, including the budget).

I attest that the information submitted is correct and complete to the best of my knowledge:

Signature of Chief Administrator:	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. What community issue or need identified in the [2011 Brown County LIFE Study](#) is addressed by this proposal?
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 and address the issue or need identified in the [2011 Brown County LIFE Study](#).
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. Which indicators from the [2011 Brown County LIFE Study](#) will be affected?
6. **PROJECT BUDGET:** Provide a detailed budget for your entire program, indicating what segments you are asking the Community Foundation to support. Include a listing and the status of 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 sustaining 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. **For more information, please visit our web site at www.ggbcf.org. The 2011 Brown County LIFE Study can be found online at www.lifestudy.info.**

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.

Applications **must be received by the Foundation by close of business on April 1 or October 1**. If the deadline falls on a weekend or holiday, applications are due on the last business day prior to the deadline. We accept mailed applications, but e-mailed applications are preferred. E-mail the application materials to martha@ggbcf.org and **cc your executive director**. Faxed applications are not accepted.

Mailed applications can be sent to:
Greater Green Bay Community Foundation
310 W. Walnut Street, Suite 350
Green Bay, WI 54303
(920) 432-0800
www.ggbcf.org