



Greater Green Bay Community Foundation

Funds for Greater Green Bay Grant Application

Name of organization/group: _____

Address: _____

_____ Zip Code: _____

Agency Phone: _____ Agency Fax: _____ Website: _____

Primary contact for this grant application: _____

Email Address of Contact: _____ Phone: _____

Name and title of chief administrator: _____

Amount Requested: _____ Total Project Budget: _____

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: _____

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 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).

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.
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. **For more information, please visit our Web site at www.ggbcf.org.**

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 July 15, 2009, October 15, 2009 or April 15, 2010.** Please note that different deadlines are in place after April 15, 2010. Check our website for details. 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

www.ggbcf.org