

ADAMS COUNTY COMMUNITY FOUNDATION

GRANT APPLICATION SUMMARY
(Please submit an original and nine (9) copies)

Organization: _____ Founding Date: _____

Address: _____ Telephone: _____

_____ FAX: _____

_____ Website/E-mail _____

Contact Person: _____ Telephone: _____

_____ E-mail: _____

Purpose of the Organization: _____

Name of the Project to be funded: _____

Project Dates:
Beginning _____ Ending _____

Total Project Budget _____ Amount of this Request _____

Brief Description of the Project: _____

Use of Requested Funds: _____

Geographic Area Served by Project: _____

Population to be Served (Number & Description): _____

Adams County Residents to be Served (Number & Description): _____

(Print Name of CEO/Executive Director)

(Print Name of Board President)

Date

(Board President Signature)

Instructions

Application:

This **form must be completed** in full and submitted with **nine (9) copies**. Please do not complete a line by referring to information found elsewhere in the grant packet. You may retype the application in order to complete it, but it must remain **only one (1) page long**.

Organization: Please use the full legal name of the non-profit organization to which the check will be written if the grant is approved.

Contact Person: The person who can answer questions about the grant should any arise. If that person's telephone number is different from the telephone number listed for the organization, please list the telephone number of the contact person next to that person's name. Telephone extension numbers, if they exist, are helpful.

Purpose of the Organization: The mission, what the organization exists to do.

Project Budget: The total cost that the organization will incur to complete the project. This total should match the total on the Project Budget page.

Brief Description of the Project: Exactly what this project is or intends to do.

Use of the Requested Funds: Explain the use of the funds that Adams County Community will provide

Geographic Area Served: Identifies the specific communities that the project will serve. You should include numbers of people.

Population to be Served: Describes the type of people who will be served and tells the number of people who will **directly benefit** from the project. While an organization may be available to all 92,000 people in the community, only certain people will directly benefit. How many realistically do you expect will directly benefit from the project?

Adams County residents to be Served: Some projects serve more than one county. In those cases, how many Adams County people will directly benefit from the project?

Narrative:

See attached format.

Budgets:

A budget for the organization and the project must be submitted for ALL projects. **Revenues and expenses must be shown**. Projects revenues are especially important because they demonstrate the support that has been raised for this project in the community.

Questions in completing this application should be brought to Barbara Ernico, (717) 337-060.

ADAMS COUNTY COMMUNITY FOUNDATION

MISSION STATEMENT

THE PURPOSE OF ADAMS COUNTY COMMUNITY FOUNDATION IS TO INSPIRE PEOPLE AND COMMUNITIES TO BUILD AND DISTRIBUTE CHARITABLE FUNDS FOR GOOD, FOR ADAMS COUNTY, FOR EVER.

The Foundation will make grants in the following areas of interest:

- Civic Organizations, including fire companies, libraries, scouts.
- Churches
- Public and private schools
- Prevention of abuse to children
- Historic cemeteries
- Human Service organizations
- Arts organizations
- Historic organizations
- Hospitals and other health related organizations
- Youth sports

The Foundation will not provide grants to:

- Organizations outside Adams County, unless it can be clearly demonstrated that Adams County residents will benefit from the funds requested.
- Retire debt
- Fund raising events, endowment drives
- Heirs, personal representatives or other contributors to the Foundation, or to any heirs, successors, or personal representatives of any estate of any other contributor to the Foundation.

GUIDELINES

Applications for grant funding will be distributed by the Foundation. Distribution committee members may direct applicants to the Foundation to receive an application. A list of potential applicants will be developed from the organizations of Adams County. A copy of the IRS determination letter [501 (c)(3)] for the organization must be submitted with all applications.

Grant proposals will include:

- A completed Application with nine (9) copies
- A narrative which includes an expanded explanation of the purpose of the organization, the description of the project and the use of the funds.
- A time line for implementation of the project
- An evaluation process for the project
- A budget for the project
- A budget for the organization
- The most recent independent financial audit or statement (only if an audit is not done)
- A list of Board members with professional affiliation and town of residence.

Mail applications to the Foundation's post office box. Hand deliveries are not accepted.

ADAMS COUNTY COMMUNITY FOUNDATION

NARRATIVE FORMAT

ORGANIZATIONAL OVERVIEW (Brief):

- Mission, Clients served (type and number), Accomplishments, Community support/collaborations and any supporting information about your organization.

NEED/PROBLEM TO BE ADDRESSED BY THE PROJECT

- What is the community need **this project** will address?
- If you are serving a population of people, such as students, what need of theirs are you addressing?

PROGRAM OUTCOMES

- What outcomes do you expect to achieve?
- What will be better or improved because of this project?

PEOPLE & OTHER INPUTS

- What people—specific staff or volunteers—will be involved in overseeing and implementing this project?
- How are they qualified to do this work?
- What other resources are needed—facilities, equipment and supplies?

ACTIVITIES/STRATEGIES

- How will you accomplish these outcomes?
- What specifically will you do to accomplish these outcomes?

EVALUATION

- How will you evaluate whether or not you accomplished your outcomes?
- What standards have you established to measure specific data (indicators) and level of achievement (targets) of this project?

FUNDING

- What other funding sources will you go to for money or other resources for this project?
- If there are no other options, please explain.
- What funding will support this project in the future?

OTHER

- If there is any other information you would like to offer to support your request, please include it here. Please do not send your organization's brochures, however.

Please complete this format and submit one (1) original with your Grant Application Summaries