



Grant Application Summary and Checklist

The Grant Application Summary and Checklist is provided for reference purposes only. Applications are submitted online using the Common Grant Application via portal link provided by MCCF. Your answers to questions and supporting documents should be scaled to the complexity of your project. Not all items are required.

I. Applicant Information:

- Organization name, EIN/Tax ID, mailing address, telephone number
- List of Board of Directors/Council Members and their current occupation, if known
- The organization's mission statement
- President and/or Chief Executive Officer contact information
- Contact information for the primary contact person for the application

II. Project Information:

- Project Name
- Anticipated project start date
- Anticipated project end date
- Answers to the following questions:
 - Need:** Describe and document the need for this project (include survey results, studies, plans, public comments, if available). If there are similar efforts in place, explain why this project is still needed.
 - Purpose:** In one sentence describe the purpose of the project (how it addresses the need).
 - Benefits/Results:** What will be different for our community as a result of this project? Who stands to benefit?
 - Planning Process:** Explain the process you used to develop the project (i.e. community outreach, consultation with professional services/resources, input from diverse perspectives/those who stand to benefit, coordination with community partners/collaborators).
 - Primary Activities and Timetable:** Describe the primary activities and/or key elements of the project. Include a timetable and key milestones.
 - Implementation:** Describe the qualifications and roles of key staff, volunteers, consultants, coordinating community partners and /or those who stand to benefit in carrying out the project.
 - Accessibility:** How will you make sure the project is accessible to participants, regardless of their identity or physical, social, financial or other circumstances?
 - Measuring Impact:** How will you determine if the project is successful? Be specific.
 - Sustainability:** If there is a need to continue the project, how will your organization sustain the effort (human, financial, other resources)?

- Executive Summary:** In a few sentences briefly summarize your project using the key elements listed above. (75 words)

III. Project Budget & Narrative

- Upload your completed Project Budget Form (template shared by MCCF)
- Total project cost (sum of MCCF funding request and all sources of match)
- Total amount of cash match (must be at least 10% of total project cost)
- Amount of MCCF funding request
- When does your organization's Fiscal Year end?
- Documentation of match commitment (Board Resolution, approved meeting minutes, a letter from an authorized representative, or grant award letter(s))
- Answer the following questions:
 - Explain the process and sources you used to determine the total project cost.
 - Provide additional explanations for any budget line items, as you feel necessary, for understanding the associated expense or revenue.

IV. Financial Attachments:

- Current Annual Budget vs Actual Report / Profit & Loss Statement
- Current balance sheet or statement of financial position

- Audit report or financial review

V. Other Attachments:

- If you are a unit of government you will be asked to provide the following, if applicable:
 - Notice of Public Meeting regarding the project
 - Meeting minutes
- If this project is to plan, develop, enhance, or maintain a facility or amenity you will be asked to provide the following:
 - Proof of site control (fee simple ownership, permanent easement or long term lease)
 - A site location map including legal boundaries
 - A site plan
 - Preliminary or engineered drawings for any proposed structure
- Letters of Support
- Additional documents and/or information that you feel will be helpful to the Community Foundation when reviewing your application
- Letter from the CEO of this organization acknowledging that they have reviewed and approved the submittal of this application, if you are not the CEO.