

2017 Grant Application

Please use Microsoft Word format - email completed application with attachments by midnight of the Deadline Date to **info@cfverdugos.org**



Name of Agency:

Year Agency Established:

Grant Amount Requested:

(If approved, a follow-up report is due within 6 months of the approved grant date)

Contact Name & Title:

Agency/Contact Address:

City:

State:

Zip:

Agency/Contact Phone:

Agency/Contact Fax:

Agency Website:

Agency/Contact Email:

#1 Funding Request (Briefly state what your funding need is for):

#2 Summary Statement (explain in 200 words or less more about your request):

#3 Problem Statement/Needs Assessment about your request (200 words or less):

#4 Objectives and Methods regarding your request (200 words or less):

#5 How will you evaluate the success of any approved funding (200 words or less):

#6 List Other Funding Sources

Amount

Status

#7 Future Funding Sources/Plan (200 words or less):

#8 If your organization has received funding from CFV in the past, please explain how it has benefited from this support - include year that grant was awarded (200 words or less):

#9 Organizational Information – include the numbers served along with any percentage of those numbers that indicate service to those in the Verdugo region (200 words or less):

Attachments to your application:

- **Project Budget (if applicable).**
- **References (up to two letters of reference for the request or your organization).**
- **List of names and positions of paid professional staff/key personnel in relation to the request. Please include a brief explanation of their expertise/duties.**
- **List of your Board of Directors, their business affiliation(s), and whether they contribute/donate personally to your organization. Ideally, we are looking for 100% Board support for your organization.**
- **Copy of your agency's Federal and State nonprofit determination letters. Please note that CFV staff will confirm IRS compliance and nonprofit status including a review of the applicant's most recent 990.**
- **Signed and completed Board Resolution form.**



Resolution from Board of Directors or Governing Board

The following Resolution MUST be adopted by the applicant's Board of Directors and MUST be signed by an AUTHORIZED BOARD OFFICER which will indicate that the Resolution has been adopted.

RESOLVED that the above application of this corporation to the Community Foundation of the Verdugos for a grant in the amount of \$_____ to be used for _____ is hereby approved; and BE IT FURTHER RESOLVED that in the event the grant is made, either in whole or in part, the **funds so granted will be used solely for the purpose specified above, and any funds, over \$20.00 not expended, will be returned to the Community Foundation of the Verdugos.**

In addition, this application must be signed by the chief executive officer to whom future questions and correspondence may be addressed. **Submission of an application indicates your organization's permission for Community Foundation of the Verdugos to make an independent inquiry about your organization, board, staff, and others with whom you are affiliated.** Signatories attest to the accuracy of the information.

Name of Agency:

Name:

Name:

Title of Board Officer:

Title of Agency Officer:

Date:

Date:

Signature _____

Signature _____