

Grant Application Requirements

The Board of Directors of the Valley County Community Foundation or a committee of their designation shall make all grants. Your project or proposal should meet one or more of the following criteria for Valley County:

- 1) Arts and Culture
- 2) Basic Human Needs
- 3) Economic Development
- 4) Education
- 5) Natural Resources and Conservation

All grant applications must be submitted with a signed “Grant Application Cover Sheet” (attached). In addition to the cover sheet, include supporting information that answers the questions listed below. Please limit your application to five (5) type written pages.

- 1) What is the problem or opportunity you hope to address and what, specifically, do you plan to do?
- 2) What do you hope to accomplish, who will benefit from this project and in what ways?
- 3) Who is responsible for carrying out this project? Summarize their qualifications. (Do not send resumes.)
- 4) If on going, how will this project/program be funded in the future?
- 5) What plan do you have for evaluating your success?
- 6) How does your project meet our criteria listed above?
- 7) Is there anything else you would like us to know about your project?

In addition to your proposal, attach a copy of the following:

- 8) A project budget, including income sources and expenses specific to the project. Please list all funding already secured, source of funding, and a statement showing current financial condition.
- 9) A summary of the organization’s overall budget for 2017
- 10) A list of the organization’s governing board members.
- 11) A copy of your 501(c) (3) letter documenting non-profit status with IRS.

Please follow these steps carefully and be sure you have enclosed all of the information requested.

Late or incomplete applications will not be considered.

Applications Must be Postmarked by: MARCH 13, 2017

If you have any questions or need assistance, please don’t hesitate to call board members at 406-228-9250, 406228-2847, or 406-228-8090

Mail your application to: Valley County Community Foundation
P.O. Box 304
Glasgow, MT 59230

VALLEY COUNTY COMMUNITY FOUNDATION

2017

Grant Application Cover Sheet

Name of Organization:								
Address:								
City:				State:			Zip Code:	
Contact Person:				Phone:				
E-mail:								

- Please check one of the following:
- 501 (c) (3) (please send copy of IRS verification letter)
 - If 501(c) (3), are you current in the filing of annual return notice (990, 990EZ, or 990N)
 - Educational Institution
 - Government Entity

Note: If your organization is not an Educational Institution or Government Entity, you must provide a copy of your 501(c)(3) letter from the IRS regarding your tax exempt status.

Brief description of your project:				
Amount requested \$			Total Project cost \$	
Other Funding Sources:				
How grant dollars will be used:				
Project period:				

Grant recipients shall complete the Grant Report Form by October 1, 2017.

(Found on our web site: www.valleycountycf.net)

Signature: _____ Date: _____