VALLEY COUNTY COMMUNITY FOUNDATION

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 2024.
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.

Project Completion Requirements

1. The project must be completed by the first (1st) day of October following the receipt of the grant award. A completed Grant Report Form shall be submitted to the Foundation **within 20 days of project completion.** (Grant Report Form is available on our website at www.valleycountycf.net/grantreport.php).

2. If the project cannot be completed by October 1ˢᵗ deadline, then you must, **within 20 days**, mail a letter explaining the circumstances of the delay to the Foundation at P.O. Box 304, Glasgow, MT 59230.

3. Please be aware that failure to complete the project and file a Grant Report Form as set forth in section 1. above, will prevent you from applying for a grant until after the project is complete and the Grant Report Form has been submitted.

Late or incomplete applications will not be considered.

Applications Must be Postmarked by: MARCH 31, 2024.

If you have any questions or need assistance, please don't hesitate to call board members at 406-526-3245, 406-228-2847, or 406-228-8090.

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

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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:
Expected Project Completion Date:

Signature:_____ Date:_____