



APPLICATION FOR FUNDING

Date of Application: _____ 501(c)(3) status? (circle) Yes No
(Benzie County Community Chest cannot grant funds to organizations that do not have 501(c)(3) status)

Legal name of organization applying:

(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: \$ _____

Executive Director: _____ Phone Number: _____

Contact person/title/phone number: _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ Email Address: _____ Web Address: _____

Project Name: _____

Is this a new project or an on-going program? (circle) New On-going

Short paragraph, in 250 words or less, on the purpose of grant and how it benefits Benzie County:

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Date

Name and Title

Signature, Executive Director

Date

Name and Title

Include with your application:

A. NARRATIVE (250 words or less)

Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

B. PURPOSE OF GRANT (250 words or less)

- Statement of needs/problems to be addressed; description of target population and how they will benefit
- How many Benzie County people will this program benefit?
- Plans to accomplish goals and objectives with timetable for implementation
- Who are the other partners in the project and what are their roles?
- Long-term strategies for funding this project at end of grant period

C. EVALUATION (250 words or less)

- Plans for evaluation including how success will be defined and measured
- How evaluation results will be used and/or disseminated
- Describe the active involvement of constituents in evaluating the program

D. BUDGET (250 words or less)

- On a separate sheet, show each budget item related to the project and how the budgeted amount was calculated
- List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted
- Include organization's current annual operating budget
- Annual report including annual financial statement , if available

E. ORGANIZATION (250 words or less)

- Brief summary of organization's history, mission and goals
- Description of current programs, activities and accomplishments
- List of Board of Directors with affiliations.
- Copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.

Each year the Benzie County Community Chest Board of Directors selects partner agencies for funding in January, therefore the deadline for applications is December 31. Mail to:

**Benzie County Community Chest
PO Box 713
Beulah, MI 49617-0713**