

# COMMUNITY FOUNDATION OF MOUNT VERNON & KNOX COUNTY

## 2010 COMMON GRANT APPLICATION

**Check one:**      **Small Grant** (\$3,000 or less - Complete sections 1-4)      **Major Grant** (more than \$3,000 - Complete sections 1-5)

### INSTRUCTIONS

1. This application is available in Adobe Acrobat® PDF format, compatible with both Macintosh and PC computers. The form may be printed out and completed on a conventional typewriter, or be electronically completed on your computer. The PDF format allows you to tab between fields to keyboard information, and to check appropriate boxes with your spacebar or mouse. Please do not exceed the space provided for each response, or otherwise cause the *Common Grant Application* to exceed two pages in length. *At this time the Foundation does not accept applications on-line.* Please print out and mail, or hand-deliver, **one copy** of your completed application and attachments to the address below. Please be sure all required information and attachments are submitted. **Incomplete applications will be returned.**
2. Before completing this application be sure you have carefully read the Foundation’s *Guidelines for Grantmaking*, which may be downloaded from the “Grantseekers” section of our website: [www.mvkcfoundation.org](http://www.mvkcfoundation.org), or can be provided in printed form upon request. Please e-mail your requests to [sbarone@mvkcfoundation.org](mailto:sbarone@mvkcfoundation.org). If you have questions regarding your eligibility for funding, or about the application process, please contact the Foundation’s executive director.
3. Please note, application requirements for Small Grants (\$3,000 or less) and Major Grants (more than \$3,000) differ slightly with regard to attachments. Small Grant applicants have the **option** of attaching two sheets of supporting documents, such as letters of recommendation, brochures, diagrams, etc. Applicants attaching such items should describe in Section 4 the nature of those documents. Major Grant applicants are **required** to provide four documents, and have the **option** to submit two additional items, all of which are described in the Section 5 checklist.

**RETURN APPLICATION AND ATTACHMENTS TO: SAM BARONE, EXECUTIVE DIRECTOR**  
**P.O. BOX 1270 • ONE SOUTH MAIN STREET • MOUNT VERNON, OH 43050**  
**PHONE: (740) 392-3270 • FAX: (740) 399-5296 • E-MAIL: [SBARONE@MVKCFUNDATION.ORG](mailto:sbarone@mvkcfoundation.org)**

### SECTION 1: ORGANIZATION INFORMATION

<b>Organization Name:</b>		<b>Date:</b>
<b>Street Address/P.O. Box:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Contact person for this grant application:</b>		<b>Phone:</b>
<b>Organization’s chief executive officer (if other):</b>		<b>Phone:</b>
<b>Are you a 501(c)(3) non-profit organization or otherwise tax-exempt? Please check one:      Yes      No</b>		
<b>If “No,” what qualifying organization will serve as fiscal agent for the project?</b>		

### SECTION 2: PROJECT INFORMATION

<b>Project title:</b>		
<b>Total project budget:</b>	<b>Grant amount requested:</b>	<b>Date funds needed:</b>
<b>List all other funding sources for this project. For continuing projects, state the sources of funding for future years:</b>		
<b>State which Knox County communities, and approximately how many people, may be impacted by the project.</b>		
<b>To what extent, if any, does the project utilize volunteers?</b>		

*Continue on other side....*

**SECTION 2. PROJECT INFORMATION (CONTINUED)**

**Project description. (Include statements of need, goals, strategies, and the method of evaluating the project's success.)**

**SECTION 3. TOTAL PROJECT BUDGET**

<b>Staff wages and benefits</b>		<b>Transportation, food and lodging</b>	
<b>Professional services &amp; honoraria</b>		<b>Advertising and promotions</b>	
<b>Construction contracts</b>		<b>Miscellaneous materials</b>	
<b>Computer purchase/lease</b>		<b>Insurance</b>	
<b>Other equipment purchase/lease</b>		<b>Other (itemize below)</b>	
<b>Office expense and printing</b>		<b>PROJECT TOTAL</b>	
<b>Itemize "Other" expenses:</b>			

**SECTION 4. OPTIONAL SUPPORTING DOCUMENTS FOR SMALL GRANTS (See instructions.)**

**Document 1.**

**Document 2.**

**SECTION 5. ATTACHMENTS FOR MAJOR GRANT APPLICANTS ONLY**

*(Please check box for each item you have included with this application)*

- Most recent fiscal year financial report **and** current year annual budget. *(Required.)*
- List of officers and board members, including contact addresses and phone numbers. *(Required.)*
- Copy of treasury letter certifying your 501(c)(3) tax-exempt status (or that of your fiscal agent). *(Required.)*
- Explanation of plans to inform the community about your project, and to recognize contributors. *(Required.)*
- Descriptive brochure of your organization, case statement, or other supporting materials. *(Optional.)*
- A letter of recommendation from an individual not affiliated with your organization. *(Optional.)*

***The undersigned attest that all the information submitted herewith is accurate to the best of their knowledge.***

<b>Signatures</b>	<i>Applicant</i>	<i>Organization CEO (if different)</i>
-------------------	------------------	--