

GREATER POLSON COMMUNITY FOUNDATION
Grant Application Cover Sheet
2011

This form must accompany each proposal.

(Please print or type – only complete applications received by the deadline will be accepted.)

Name of Organization _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

Contact Person _____ E-Mail _____

501 (c) (3) Organization Tax ID # _____

(Enclose a copy of your 501 (c) (3) exemption letter)

Amount Requested \$ _____ Total Project Cost _____

Of the total project cost how much is already secure? \$ _____

If additional space is needed for the following questions please attach supplemental pages.

1. A Summary Statement of Proposed Project:

2. What other organizations or individuals have already contributed or committed funds to the project?

3. Have you/are you applying to other organizations for funding? If yes, which ones?

4. Can your organization carry out the project if it receives less than requested? How?

5. Can your organization account for grantor funds and file reports as required? _____

Signature: _____ Title: _____ Date: _____

GREATER POLSON COMMUNITY FOUNDATION, INC. 2011 GRANT APPLICATION GUIDELINES AND INSTRUCTIONS

Grant Application Guidelines

The Greater Polson Community Foundation (GPCF) administers a permanent and growing endowment fund. The GPCF is an independent, local, public charity that stewards philanthropic resources from individuals and organizations and distributes them to community based non-profits. The GPCF plays a key role in identifying and solving community challenges through grants that make a significant difference, coordinating all resources, and maximizing matching funds. By attracting new and untapped resources, the foundation augments the efforts of other community non-profits and creates a permanent source of funding.

The Greater Polson Community Foundation (GPCF) is engaged in the "Envision Polson!" project to articulate our community's aspirations and as a first action to take a "Lead by Example" role as grant-maker, convener, collaborator, and philanthropic partner in the Project. This role obligates GPCF to top-level leadership, and a commitment to infuse equity and inclusion into the organizational structure and culture of community visioning.

In the 2011 grant cycle we are very interested in seeing how we might use our funds more strategically to build our community, improve communications and bridge the relationships, keeping the importance of the heritage a sustainable part of the future of Polson and the surrounding community.

Polson has many strengths, including: natural beauty, it is surrounded by an agricultural breadbasket, it provides a favorable setting for a variety of economic opportunities – including modern technological capabilities and a large multi-talented pool of residents to draw upon - it is steeped in history and cultural diversity, is tourist friendly, and showcases a wealth of community artists. It has all the ingredients of a community that values and takes pride in its children and their future. As you prepare your grant application we want you to think about how your agency and projects can better utilize all of these strengths to enhance and improve the lives of the citizens of the Community.

Funding Opportunities:

The GPCF receives and administers funds for scientific, educational, and charitable purposes. The grants this year will range from \$500 to \$2500 with an average of \$1500. As the endowment grows we anticipate grant amounts will increase.

Eligibility:

Applications are welcome from organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code. The Foundation does not fund individuals or normal operating expenses of an organization.

Completed Application:

The original grant application and three copies (3) should be sent to:
Greater Polson Community Foundation
PO Box 314
Polson MT 59860

Questions?

For further information or assistance with questions related to the application please contact one of the following individuals:

Penny Jarecki, President, Greater Polson Community Foundation
Email: pennymt@centurytel.net Telephone: 406-883-2248

John Cowan, Administrator, Greater Polson Community Foundation
Email: jrcnmt@centurytel.net Telephone: 406-883-4198

Cathy Cooney, Montana Community Foundation
Email: cooney@mtcf.org

Grant Application Instructions

Assemble the required documents for the grant application in the following order and submit by no later than **July 12, 2011**. If any question is not applicable to your organization or the purpose of the grant please enter *Not Applicable* and provide a brief explanation.

1. Complete *Grant Application Cover Sheet* with attachments.
2. Include a copy of the vision and mission statement of your organization. Explain how this project would further the mission of your organization.
3. Submit a roster of the organization's governing board that includes positions held and the frequency of board meetings.
4. Include copies of the last two years of financial statements with budget comparisons if available.
5. Include copies of the last two years of tax returns (Form 990) or proof of filing 990-N.
(a) If exempt from filing please explain.
6. Submit a budget for the proposed project setting forth
 - (a) all projected revenue/grants by source
 - (b) in-kind contributions or support
 - (c) all expenses by category.
7. Support the requested budget with a narrative that includes information of anticipated revenue and expenditures covered by this grant application.
8. Present a brief chronological outline of proposed activities for the project.
9. Explain how your project will enhance the current objectives of the Greater Polson Community Foundation's Envision Polson Initiatives. Referenced from above:
Polson has many strengths including; natural beauty, it is surrounded by an agricultural breadbasket, it provides a favorable setting for a variety of economic opportunities – including modern technological capabilities and a large multi-talented pool of residents to draw upon - it is steeped in history and cultural diversity, is tourist friendly, and showcases a wealth of community artists. It has all the ingredients of a community that values and takes pride in its children and their future. As you prepare your grant application we want you to think about how your agency and projects can better utilize all of these strengths to enhance and improve the lives of the citizens of the Community.
10. Provide a brief description of future projects/plans along with potential monetary needs.