



UNION CITY COMMUNITY FOUNDATION
AN AFFILIATE OF ERIE COMMUNITY FOUNDATION

STANDARD GRANT APPLICATION FORM
(Amounts Over \$2,000)

Name of Organization _____

Date of Incorporation _____ Address _____

Contact Person _____ Title _____

Phone: _____ FAX: _____ E-mail: _____

Title of Project _____ Project Duration _____

Total Cost of Project _____ Amount of request from Foundation _____

What will the project do: _____

Who will benefit? _____ How many will benefit? _____

What are the other funding sources for this project? _____

How will it be funded in the future? _____

Is your organization tax-exempt under Section 501(c)(3) of the Internal Revenue Code or classified as a "public charity" under Section 509(a)(1), (2) or (3)? _____

Please include a copy of your IRS Determination Letter with your application.

The undersigned hereby certify that all information contained in and submitted with this proposal is correct, that this proposal is submitted with the approval of the Board of Directors, and that this organization will execute a Grant Agreement if a grant is awarded to the organization.

President or Chairman Date Executive Director Date

UNION CITY COMMUNITY FOUNDATION STANDARD GRANT APPLICATION GUIDELINES

Eligibility

- Grants are made to organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
- Grants are made to charities serving to provide better health to the Union City Community.
- There are no grants available for individuals.
- Note: Applicants should be aware that the Foundation may consult with other funders and community leaders when considering grant applications.

Grants are not normally made for:

- Normal operating expenses
- Budget deficits
- Sectarian religious activities
- Program ads
- Raffles/auctions, etc.

Suggested Proposal Format

There is no required format for grant applications. The following is provided as a suggested way to structure a proposal. Applicants should feel free to modify as they see fit. Proposals should be limited to four pages. Brevity is appreciated.

Proposal Summary

Provide a clear concise statement of who you are, what you are asking for and who will benefit.

Introduction

Include a description of your organization, your goals, purpose and significant accomplishments. Include anything that will help build your organization's credibility.

Problem Statement/Assessment of Need

What caused you to prepare this proposal? Do not describe your lack of money as a problem. All organizations need additional funds. What external problems will be solved/need met if this grant is funded?

Goals and Objectives

Goals are broad statements. Objectives are specific, measurable outcomes. What goals and objectives will result from your grant? These should directly relate to problem statement/assessment of need.

Evaluations

How will you measure whether the project is successful? Evaluations should relate to goals and objectives.

Future Funding/Other Funds

How will this project be sustained in the future? Who else is funding this project?

Please submit 16 copies of the following:

- Standard Grant Application Form
- Grant proposal
- Project budget
- Roster of your current Board of Directors

Appendix - Include

- A copy of your IRS Determination Letter
- An audited financial statement
- An annual report (if applicable)
- Any other material you feel might be helpful
(Only one copy of materials in Appendix is required)

Applications are due: January 15, April 15, July 15, and October 15.

Completed applications should be sent to: Attention Kaylynn Ostergard, Union City Community Foundation, PO Box 512, Union City, PA 16438. Phone 814-438-7622, Fax 814-438-2008