



Union City Community Foundation
An Affiliate of The Erie Community Foundation
(814) 438-7622 ♦ Fax (814) 438-2008 ♦ Website: www.UnionCityCF.org

GRANT APPLICATION FORM

Organization Name _____ Website _____

Address _____

Mailing Address _____

Contact Person _____ Title _____

Phone _____ E-Mail Address _____

Title of Project _____

Total Project Cost \$ _____ Amount Requested from the 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)? ___ Yes ___ No

If “yes”, please provide your organization’s Federal Tax ID# _____

If “no”, please provide the following for your sponsor organization: Federal Tax ID # _____

Sponsor Organization _____ Contact person _____

Do you have the permission of this organization to sponsor this project? ___ Yes ___ No

The undersigned hereby certifies 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



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The Union City Community Foundation Board of Trustees provides financial support to non-profit organizations that support the Union City area. These funds are made available through generous endowments that have been given to the Union City community. It is the mission of the Foundation to use these funds to provide grants that best enrich the culture, development, and growth of our Union City community.

Grants are awarded on a quarterly basis. Grant application deadlines are as follows:

- January 1st
- April 1st
- July 1st
- October 1st

Decisions on grants are made on the 2nd Wednesday of the month following each application deadline (February, May, August, & November).

Eligibility:

- Grants are awarded only to non-profit organizations with the following status:
 - Recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code.
 - Classified as a “public charity” under Section 509 (a)(1), (2), or (3) of the Internal Revenue Code.
- Grants are awarded only to projects that impact the Union City area.

Grants are NOT awarded for the following:

- Applications received after the application deadline
- Normal operating expenses
- Salaries
- Debt Reduction
- Sectarian Religious Activities
- Program Advertisements
- Fundraising costs/Raffles/Auctions
- Individual projects or needs (except scholarships)
- Replacement of government or other funding
- Field trip costs – travel, entry fees, food, etc.
- Endowments
- Lobbying or political purposes
- Funding to reimburse an organization for costs incurred prior to the date of the grant award

However, our Trustees reserve the right to make exceptions to any of the above as they deem appropriate.

Applicants should be aware that the Foundation may consult with other funders and community leaders when considering grant applications.



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GUIDELINES FOR GRANT APPLICATION:

Suggested Proposal Format

There is no required format for grant applications. The guidelines below are 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.

All grant applications require completion of the Grant Application Form:

1. Proposal Summary

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

2. Introduction

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

3. 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?

4. 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.

5. Evaluations

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

6. Future Funding/Other Funds

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

For all grant requests, please submit the following:

- Grant Application Form – 16 copies
- Grant proposal – 16 copies
- Project budget – 16 copies
- Any other material you feel might be helpful (quotes, drawings, advertisements, etc.) – 16 copies
- Roster of your current Board of Directors (or Organization's Leadership) – 16 copies
- IRS Determination Letter – 1 copy

For grants requests over \$2,000, please also submit the following:

- Audited financial statement (if available) – 1 copy
- Annual report (if available) – 1 copy

Completed applications should be mailed to the following address: Attention Kaylynn Ostergard,
Union City Community Foundation, PO Box 512, Union City, PA 16438