

## Village of Anna Endowment Fund Grant Application

*Please provide all requested information as completely and accurately as possible. Contact the Distribution Committee for further explanation of application requirements.*

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Your organization must be tax exempt under Section 501(c)(3) of the Internal Revenue Code. Please provide a copy of your IRS Tax Determination Letter – if you are a first-time applicant to the Endowment Fund.*

Federal ID#: \_\_\_\_\_ Year Organization Founded: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_

Have you received funds from the Endowment Fund in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If yes, please list the years applicable. \_\_\_\_\_

Other sources contacted for support for this project and amount requested:

\_\_\_\_\_

Duration of Project: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Executive Officer/Authorized Official \_\_\_\_\_ Date

Please submit application no later than the second Friday in February to:

VILLAGE OF ANNA ENDOWMENT FUND  
P.O. BOX 522  
ANNA, OH 45302

\*The Village of Anna Endowment Fund is a component fund of The Troy Foundation

For Endowment Fund Use:

DATE REC'D \_\_\_\_\_ APPLICATION # \_\_\_\_\_ FINAL STATUS \_\_\_\_\_

## **Grant Application Guidelines**

In writing your proposal, keep in mind it will be reviewed by people who may not be familiar with your project or your agency. Make sure you fully explain your project and what you hope to accomplish. Be as clear, complete and concise as possible. The following represents the essential points which your proposal needs to address. You may choose to include other points as well.

### **I. PROGRAM NARRATIVE**

- A. **Statement of Purpose:** What is the purpose of your project, and what community issue(s) does your project address? Is this a new project for your agency? For the community? If similar projects exist, explain how the proposed project will be different.
- B. **Target Population:** Who will benefit from this project? Estimate the number of people to be served and the amount of services they will receive.
- C. **Collaboration:** Are you collaborating with other agencies? If so, please indicate which one(s) and describe your collaborative efforts. Include support letters, if appropriate.
- D. **Future Plans:** Is this (or will this become) an ongoing project? If “yes”, please describe how you will support it in the future.
- E. **Evaluation:** Describe how you will assess and measure your project’s success.

### **II. BACKGROUND OF YOUR ORGANIZATION**

- A. Please provide background material on your organization’s history and operations.

### **IV. PROJECT BUDGET**

- A. Please provide a comprehensive budget for your project, listing all your sources of income and detailing all expenses.
- B. Describe how the Endowment’s grant will be used.

### **V. REQUIRED ATTACHMENTS**

Please submit the following attachments with your completed proposal.

- A. A list of your organization’s officers, directors, board members and staff.
- B. A balance sheet and income statement covering your organization’s most recently completed fiscal year (audited, if possible) and IRS Form 990.
- C. Your organization’s current budget (if different from your project budget), with your most recent monthly or quarterly financial statement. If possible, include your budget for the next fiscal year.
- D. A copy of your IRS Tax Determination Letter—501(c)(3) designation.

Approved applications will be required to submit a final narrative report upon the completion of the project. Applicants will be notified promptly of the Village of Anna Endowment Fund Distribution Committee’s decision. Typically grants will be awarded in February or March.