



**McLean Community Foundation
Grant Application**

Applying Organization:

Address:

Contact Person/Title:

Telephone:

Email:

Grant Request Summary

Proposed Project (details to be provided in Section II)

Projected Start Date

Total amount requested from MCF: \$

Total cost of project \$

Are you seeking a challenge grant?

Is any portion of this request to be part of an existing challenge grant or is this project to receive funding from other organizations? If yes to either, provide detail in Section II (c).

As a lawful representative for the applying organization, I affirm that all of the statements made in this application are, to the best of my knowledge, true.

Signature

Date

Print Name & Title

Please submit the application as a PDF via email: **hello@mcfonline.org**

Any supporting materials such as brochures or annual reports may be mailed to MCF, P.O. Box 75, McLean, VA 22101.

Deadlines: All applications must be sent no later than April 1 or October 1 (depending on the grant cycle in which the request is made). While the application is pending, the applicant should notify MCF of any material changes in the information set forth in the application.

I. About the Applying Organization

Please provide the following information about the organization, attaching separate documents where necessary.

a. Purpose of the Organization:

b. Geographic area served by the Organization:

c. Number of individuals served each year residing in McLean Planning District:
For the boundaries of MPD, go to fairfaxcounty.gov.

d. Total number of individuals served each year:

e. Number of paid staff: _____ Number of volunteers: _____

f. Fees charged for Organization's services:

To complete this section, please attach:

1. Proof of organization's 501(c)(3) status
2. A list of Board of Directors and Officers
3. Organization's most recent IRS Form 990
4. Organization's most recent Balance Sheet
5. Organization's most recent Income Statement

II. About the Proposed Project

Please provide the following information, attaching separate documents where necessary.

a. Describe the proposed project, including the existing needs that will be addressed and the desired goals that will be achieved.

b. Describe the administration of the proposed project.

c. Identify any additional organizations, other than MCF, who will be providing funding or other support for the proposed project and describe the support.

d. Describe the ways in which the proposed project will benefit the residents of the Mclean Planning District.

e. Provide detail about the costs of the proposed project, including estimates, bids and budgets, where possible.
