



Grant Application

Applying Organization:

Address:

Website:

Contact Person/Title:

Telephone:

Email:

Mission Statement/Purpose of Organization:

Grant Request Summary (1-3 sentences):

Project Timeline:

Total amount requested from MCF: \$

Total cost of project: \$

Geographic Area Served:

Number of individuals served each year residing in McLean Planning District:

Total number of individuals served each year:

Number of paid staff:

Number of volunteers:

Total annual revenue/expenses:

Fees charged for organization's services:

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

Provide grant budget breakdown. Attach additional documentation if necessary (i.e. cost estimates or bids)

Is any portion of this project receiving funding from other organizations? If yes, please identify the organization(s) and list their contribution.

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

Signature

Date

Print Name & Title

Please submit the application and supporting documents in PDF format via email to **hello@mcfonline.org**.

Supporting materials must include:

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

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.