

Oakland County Bar Foundation Grant Application

Date of Application: _____

Tax I.D. # _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: \$ _____

Executive Director: _____

Contact person / title (if different from executive director): _____

Address (principal / administrative office): _____

City / State / Zip: _____

Phone Number: _____ Fax Number : _____

E-mail address: _____

List any previous support or requests for support from the Foundation in the last 5 years:

<u>DATE OF GRANT</u>	<u>PROJECT NAME</u>	<u>AMOUNT</u>	<u>COMPLETION DATE</u>
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- 1.
- 2.
- 3.
- 4.
- 5.

Person Preparing Application: _____

Project Name: _____

Geographic Area Served: _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____ We have tax exempt eligibility: Yes _____ No _____

Check Payable to: _____

Attention of: _____

I, on behalf of _____, have been provided with a copy the Foundation's Grant Guidelines and Application and agree to comply with their terms and conditions and comply with the Foundation's Grant Assurances.

Signature, Chairperson, Board of Directors

Date

Typed Name and Title

Signature, Executive Director

Date

Typed Name and Title



Grant Application Format

A. Narrative

1. Organization Information

- ?? Organization's History
- ?? Organization's Mission and Goals
- ?? Description of Current Programs, Activities and Accomplishments

2. Purpose of Grant

- ?? Statement of needs/ problems to be addressed; description of target population and how they will benefit.
- ?? Plans to accomplish goals and objectives & corresponding timetable for implementation.
- ?? Other organizations participating in the project and their roles. Please note if funding has been secured from other sources, and if so, in what amount.
- ?? Job descriptions of key staff and/or volunteers responsible for the project.
- ?? Long-term strategies for funding this project at end of grant period.

3. Evaluation

- ?? Plans for evaluation including how success will be defined and measured.
- ?? How evaluation results will be used and/or disseminated.

B. Attachments

1. IRS determination letter indicating 501(c)(3) tax-exempt status

2. List of Board of Directors with affiliations.

3. Finances

- ?? **Grant Budget Format**
- ?? Organization's current annual operating budget, including expenses and revenue
- ?? Most recent annual financial statement

4. Letters of Support (Minimum of One; Maximum of Three)

Grant Budget Format

A. Organizational fiscal year:

B. Expenses: include a ***description and the total amount*** for each of the following budget categories, in this order:

Salaries (specify number of full-time equivalents)	\$	
Payroll Taxes	\$	
Fringe Benefits	\$	
Consultants & Professional Fees	\$	
Insurance	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and Fax	\$	
Postage and Delivery	\$	
Rent	\$	
Utilities	\$	
Maintenance	\$	
Evaluation	\$	
Marketing	\$	
Other (specify)	\$	
Total Expenses	\$	

C. Revenue : include a ***description and the total amount*** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending:

	Committed	Pending
1. Grants/Contracts/Contributions		
Local Government	\$	\$
State Government	\$	\$
Federal Government	\$	\$
Foundations (itemize)	\$	\$
Corporations (itemize)	\$	\$
Individuals	\$	\$
Other (specify)	\$	\$
2. Earned Income		
Events	\$	\$
Publications and Products	\$	\$
3. Membership Income	\$	\$
4. In-Kind Support	\$	\$
5. Other (specify)	\$	\$
6. Total Revenue	\$	\$