

# **Oakland County Bar Foundation Mini Grant Application**

In order to fund additional programs within Oakland County and to reach more people in need, the Oakland County Bar Foundation has created a mini grants program. The limit for each grant request is \$500. A maximum of 10 mini grants may be funded in a year. The application must still meet the requirements of the OCBF grant guidelines and mission statement. Priority will be given to new grant applicants.

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.

\_\_\_\_\_  
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.
- 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.
- Indicate how the grant will be used to assist in accomplishing the project's purpose.
- Indicate how Oakland County Bar Foundation's financial support will be shared with the community and publicized.

### **3. Evaluation**

- Submit a brief written report on the results of the project.

## **B. Attachments**

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