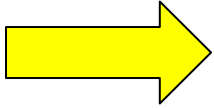




Montgomery County Community Foundation  
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The Woodlands, TX 77380

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## Montgomery County Community Foundation Grant Proposal Application



**Proposal Deadline:** All grant applications (original and one copy including attachments) must be delivered or mailed to the Foundation office and *received* before 5:00p.m., September 15.

Organization requesting grant _____	_____
Contact Person: _____	Title _____
Mailing Address _____	_____
_____	_____
Telephone _____	E-mail _____

**AMOUNT OF REQUEST \$** \_\_\_\_\_

### PROPOSED USE OF GRANT FUNDS:

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### Each grant proposal must include the following information:

#### PROJECT DESCRIPTION

1. What do you hope to accomplish if you receive this grant? How do you plan to accomplish it?
2. What community need do you hope to address through this funding?
3. What is your target population and what is your geographic area of service?
4. How many people will be affected by your grant?
5. What other community partners do you have in this project and what are they providing to the project?
6. Who else are you requesting funds from for this project, how much was requested, how much has been received to date, and how will these funds be used?
7. What objective criteria will indicate the project is a success? How will you know if the criteria are met?

#### REQUIRED ATTACHMENTS

1. Purpose and/or Mission Statement of requesting organization
2. Proof of 501(c)(3) status (Copy of IRS determination letter)
3. Recent Statement of Financial Position (or IRS Form 990)
4. A copy of organization's total current year budget
5. List of organization's Board of Directors with brief bios
6. Detailed project budget — specifically itemize the project showing how the funds requested from MCCF will be used and identifying sources of revenue for other project expenses.
7. \*Organizations that received a MCCF Grant last year must complete and submit a final written grant report including, at a minimum, the information requested in Exhibit A attached hereto (the "Final Report"). Failure to submit a Final Report to MCCF shall prohibit that grantee from being eligible to receive any future grants from MCCF.

## **EXHIBIT A**

### **Required Final Report**

- 1.** Include a financial summary describing each expenditure or disbursement of MCCF grant funds. Please include supporting documentation (third-party receipts, vouchers, cancelled checks, or other supporting documentation.)
- 2.** Include a written account of accomplishment and description of the funded project/program. Report documentation shall include, at a minimum, information related to the questions below:
  - a.** What expected and unexpected successes did the project/program encounter?
  - b.** What expected and unexpected problems did the project/program encounter?
  - c.** How many people were served by the project/program, and what was the impact on them?
  - d.** What are the lasting benefits of the project/program?
  - e.** If the project/program were to be done again, would anything be done differently? If so, how?
  - f.** What are the specific plans for continuation of the project/program?
  - g.** Were there other sources of funds used to support the project/program? If so, please indicate the sources, amounts, and how these funds were used.
  - h.** What project/programs are available in Montgomery County as alternatives to the project/program funded by MCCF?
  - i.** How does the project/program funded by MCCF compare to the alternative programs available?
- 3.** Include photo documentation of project/program.