



# MONTGOMERY COUNTY COMMUNITY FOUNDATION

281.363.8158 • [mccfoundation.org](http://mccfoundation.org)

2001 Timberloch Place, Suite 500 • The Woodlands, TX 77380

## 2020 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: _____
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**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. From whom else are you requesting funds 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 and latest 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 prior MCCF Grant must complete and submit a final written grant report including, at a minimum, the information requested in Exhibit A attached hereto (the "Final Report"), if they have not already done so. Failure to submit a Final Report to MCCF shall prohibit that grantee from being eligible to receive any future grants from MCCF.



**EXHIBIT A**

**2020 Required Final Report**

1. Include a financial summary and detailed report describing each expenditure or disbursement category of MCCF grant funds, include copies of checks and invoices for this project.
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 for what specifically these funds paid.
3. Include photo documentation of project/program and testimonials from clients. Please send photos by email.