

Chugiak-Eagle River Foundation

P.O. Box

Eagle River, AK 99577

907-694-4702

E-mail:

Web site:

GRANT APPLICATION

Legal name of organization

Address of organization

City

State

Zip Code

Fax number

Web-site address

Date of incorporation

Federal Tax ID #

Organizational status IRS 501(c)(3)

Other (explain)

Mission of organization

Name of Chief Executive Officer

Title

CEO telephone number

CEO email address

Contact for this application

Contact title

Contact telephone number

Contact email address

Project budget

\$

Amount requested

\$

Specific purpose for which funds are requested

Signature of authorized official (Board Chair or CEO)

Date

Typed Name

Title

Financial Summary	Last complete fiscal year (actual)	Current Fiscal Year (budget)
Operating Revenue	\$	\$
Operating Expenses	\$	\$

CHECKLIST FOR APPLICANT

Organization: _____

Project title: _____

Request amount: _____

Check each box or line to indicate that the guidelines have been followed.

- Submit the original proposal and three photocopies, unbound, fastened only by a binder clip. Do not use staples, folders or binders. Type application, using font size no smaller than 10.
- Submit only materials specifically requested.
- Provide requested materials in the order described below.

Proposal Preparation

- Application with original signature of top ranking official in your organization
- Narrative (up to 2 pages, single-sided)
 - Brief history of organization
 - Services provided
 - Geographical area served
 - Number of beneficiaries
 - Description of project
 - Identify need for project
 - Current status
 - Timeline for implementation
 - Project total cost
 - Itemized list of specific project items and costs (may be attached as separate 3rd page)
 - The amount requested from the Chugiak/Eagle River Foundation
 - And, if relevant, list the source(s) and amount(s) of any project funds raised to date or pending, and how the organization anticipates raising the balance

Attachments

- IRS 501 (c) (3) tax exemption letter, if applicable
- Twelve-month statement of revenues and expenses for most recently completed fiscal year, including current year operating budget, showing anticipated sources of both revenues and expenses
- Independent estimate of costs of a project – **including bids for materials or services.**
- Sign, date, and include this checklist with application

Signature _____

Date _____

