***ASHLAND COMMUNITY FOUNDATION***

***GRANT APPLICATION CHECKLIST***

Please submit the following:

* Grant Application Cover Sheet
* Completed Grant Application
* List of Board of Directors
* Internal Revenue letter stating the organization or fiscal agent is a tax-exempt public charity, under Section 501(c)(3) of the Internal Revenue Code. (Not sales tax exempt letter)
* Most recent financial statements (audited if available) and current operating budget of the organization
* Other documentation to support the project

Mail completed information to:

Ashland Community Foundation

Box 276

Ashland, KS 67831

***ASHLAND COMMUNITY FOUNDATION***

***GRANT APPLICATION COVER SHEET***

**ORGANIZATIONAL INFORMATION:**

**Organization/agency requesting grant:**

**Address:**

**Contact: Position:**

**PROJECTION INFORMATION:**

1. **Amount Requested: $**
2. **Total Project Budget: $**
3. **Time Period of Project: From: to**
4. **Date Funds needed:**

**Executive Director/Project Representative Title Date**

***If the applying organization is NOT recognized as tax-exempt under IRS Section 501(c)(3)the following section must be completed.***

***501(c)(3)SPONSOR COMMITMENT***

***If the above applying organization is awarded grant funds from the Ashland Community Foundation for the purposes stated in the application , a bonafide 501(c)(3)organization agrees to accept the funds in applicant’s behalf. The applicant retains full responsibility for the use of the grant moneys and the submission of reports required by the Foundation. I have reviewed this application in its entirety. I have authority to enter into this commitment.***

***Sponsoring Organization Representative Title Date***

***Sponsoring Organization’s Address***

***Note: Sponsoring organization must submit a copy of its IRS Letter of Determination showing 501(c)(3)status.***

***Ashland Community Foundation***

***GRANT APPLICATION***

1. **Briefly describe your agency/organization and purpose, including mission statement if possible:**
2. **Describe the project for which you are seeking funds: Include a description of community need and how it was determined; target population; program objectives; timetable, methods and activities; required staff and qualifications; and other resources needed.**
3. **What other sources of funding does this project have to date?**