



Office Use Only
Date Received:

Grant Application Form

Date: _____

Legal Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Authorized Signature (CEO, Exec. Dir., etc.): _____

Title: _____ Email: _____

Federal Tax ID#: _____

1) Briefly describe the applicant organization, its programs and population served.

a) What is your non-profit's mission statement?

b) What makes your organization unique compared to similar nonprofits? (maximum of 250 words)

c) Briefly describe some of your most successful past projects. (maximum of 250 words)

d) What challenges does your organization face? (maximum of 250 words)

2) Total cost of the proposed project/program: \$ _____

Amount requested from Springfield Community Foundation: \$ _____

3) Funding Period (include month/day/year): From: _____ To: _____

4) Indicate the category which **best** describes the purpose of the grant (describe in more detail below if necessary):

Education
Health

Arts/Culture
Recreation

Community/Civic
Human Services

Economic Development

5) Budget for the total project or program for which you are applying for Springfield Community Foundation grant funds. Attach documentation if available. In-kind donations and other grant funding (including federal and state) should be listed.

Sources of funds (list)	Amount of each
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenues:	\$ _____

Expenses (list)	Amount of each
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses:	\$ _____

If the grant request is for a multi-year project, please show the budget for each year.

Please provide additional information that may be helpful in understanding the above budgetary figures.

6) Grant Request Details (please briefly describe the following):

- A. **PROBLEM/PURPOSE:** Describe the project/program, including what it will accomplish, what benefits it will provide and what community need it will meet. (maximum 250 words)

- B. **IMPLEMENTATION:** How will this project be accomplished? By whom, where, when etc.? Provide numbers and timetable. (maximum 250 words)

- C. **POPULATION SERVED:** How many people will be served or affected by this project and for how long? What percentage of the people served or affected live within the City of Springfield or the Springfield Platteview Community Schools? (maximum 250 words)

- D. **COORDINATION:** Who else is addressing this need? Are there any coordination efforts between you and them? How does this project's approach differ from other already established efforts? (maximum 250 words)

- E. **CONTINUATION:** Will this project require continued funding? If so, identify the source of this future funding. (maximum 250 words)

- F. **SUCCESS:** Based on the data in your planning framework, briefly describe how you plan to evaluate the actual results against planned outcomes and outputs. How will you measure the success or sustainability of the grant fund's impact? (maximum 250 words)