

Signature: _____

Please Print:

Name Title Date

DO NOT WRITE BELOW THIS LINE

DATE GRANT RECEIVED: _____

BY: _____

Monumental City Bar Foundation Grant Proposal Application

PROPOSAL INFORMATION

Please provide the following information in this order.

Do not use more than 5 pages, exclusive of attachments.

1. Provide a concise description of the project for which funds are sought.
2. Why is the project needed? What are its expected outcomes?
3. Describe specifically how the Foundation funds will be used for the project?
4. What other sources of funding have been identified for this project?
5. Who is responsible for implementation of this project? Please briefly describe the qualifications of responsible parties.
6. Please provide a timeline for the project's implementation.

7. Is the applicant going to be seeking the Foundation's support on a continuing basis for this project in future years?

8. How will the project be evaluated? (Please Note: MCBF will expect a written evaluation of the project within 60 days of completion of the current year's project, including attendance, number of people reached or served and profit/loss, if applicable.)

9. Are there similar ongoing projects? If so, how successful have they been? Why would the proposed project not be duplicative of these?

10. What, if any, marketing or publicity activities are planned for the project?

11. Any other information that helps describe the project and its relationship to your mission and goals.

YOUR APPLICATION MUST INCLUDE THE FOLLOWING:

- Copy of the letter from the IRS granting tax-exempt status and any subsequent IRS letters relating to the organization's status.
- Names, addresses and phone numbers of the current board of trustees/directors and the Board meeting schedule (i.e., monthly, quarterly or annually)
- Letter of support from the president of the Board of trustees/directors of your organization (or a copy of the Minutes of the Board meeting at which the grant application was approved).
- Financial information as follows:
 - Copy of operating budget for the current fiscal/calendar year.

- Copy of the budget and actual revenue and expenses for the preceding fiscal/calendar year.

Applications with documents should be emailed to: grant@monumentalcitybar.org. If you are unable to send the application electronically for some reason, please contact us at the above email address or by phone at (410) 764-3437 to make mailing or other application delivery arrangements.