



ANNOUNCEMENT

2018 MONUMENTAL CITY BAR FOUNDATION GRANTS PROGRAM

The Monumental City Bar Foundation (MCBF) is seeking applications from not-for profit organizations providing programs and events that are educational, cultural, community-based or community enhancing, legal or youth-oriented. Major grants ranging in the amount of \$500 - \$1,500 will be funded for a one-year period beginning no later than October 1, 2018.

Applications for Major grants are due by **AUGUST 31, 2018**. Small grants applications, except in the case of requests for emergency funds, are due thirty days prior to the award of funds. Rules for applications for emergency funds can be found on our website: <http://www.monumentalcitybar.org/index.html>

Completed Applications should be emailed to: grant@monumentalcitybar.org

Monumental City Bar Foundation Grant Proposal Cover Sheet

(required for all applications)

Date of application: _____

Note: Deadline for submission of completed proposals is August 31, 2018 or as announced.

ORGANIZATION INFORMATION

Name of Organization _____ Legal Name (if different) _____

Former names (if applicable) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Website (if available) _____

Executive Officer's Name _____ Title _____ Phone _____ Email _____

Contact person regarding this application _____ Title _____ Phone _____ Email _____
(if different from Executive Officer)

Address of contact person (if different from above) _____ City _____ State _____

Total annual operating budget: \$ _____ for Fiscal Year Ending: _____

Requested Grant Amount: _____

Project Dates: Begins: _____ Ends: _____

TAX INFORMATION

Is your organization certified by the IRS as a 501(c)(3) nonprofit? Yes No

Employer Identification Number (EIN) _____

Please attach a copy of (1) your current IRS determination letter indicating tax-exempt 501(c)(3) status and (2) classification ("not a private foundation") status.

If no, is your organization a public agency/unit of government? Yes No

Is your organization certified by the IRS under another section of 501(c) (such as 501 (c) (6))?
____ Yes _____ No

If yes, please attach a copy of your current IRS determination letter for that status.

Signature: _____

Please Print:

Name	Title	Date
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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.