



sweet grass  
**COMMUNITY**  
FOUNDATION

## 2018 GRANT APPLICATION COVER SHEET

Deadline: Friday, March 16th

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**Name of Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Total Organization Budget:** \_\_\_\_\_

**Type of Organization:** (Please check one of the following)

- 501(c)(3) Organization (Attach Your Determination letter from the IRS)
- Publicly-Owned Tax Exempt Organization

**Amount Requested:** \$ \_\_\_\_\_ **Total Project Cost:** \$ \_\_\_\_\_

**Please include a brief, one sentence description of your proposed project:**

\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_



# Sweet Grass Community Foundation

## Grant Application

*Cultivate generosity, simplify giving, build endowments, and distribute funds to benefit the community.*

Our focus is to bring together local organizations and resources to enhance our community.

**Eligibility** Applicants must be tax exempt under the provisions of Section 501(c)3 of the Internal Revenue Code or a publicly-owned tax exempt organization. Funding is approved by the grant making committee of Sweet Grass Community Foundation.

### **About the Grants**

- Grant size up to \$1,500
- Grants must be used for proposed activity/work benefitting Sweet Grass County
- Grant requests are reviewed by a committee and approved by the board of Sweet Grass Community Foundation
- Incomplete applications will not be considered

### **Other Criteria**

Higher priority will be given to projects that:

- Address important, unmet needs
- Long term and/or substantial community impact
- Enjoy support from community members
- Have sustainable funding
- Will be completed within one year of grant award

Ineligible proposed projects:

- Sponsorship of 1 time event
- Conferences and workshops
- Planning, research or untested projects
- Partisan or sectarian activities

### **What is Required in the Application Package**

- Grant application cover sheet
- Mission Statement
- Proposal narrative (See description below)
- Organizations funding sources
- Copy of 501c3 designation letter or, if publicly-owned tax exempt organization, proof thereof

- Roster of board members

### **Proposal Narrative Description (2 Page Maximum)**

- Briefly describe the proposed activity. Be as specific as possible.
- Who will benefit from the proposed activity?
- What impact will the project have in Sweet Grass County?
- Budget Summary – Include the Following
  - Amount of this Request
  - Amount of Other Confirmed Funding
  - Total Cost for Proposed Activity/Work

### **Completed Applications**

- Application packages must be received by March 16
- Complete online or Mail a copy of the package to:

Sweet Grass Community Foundation  
PO Box 517  
Big Timber, MT 59011

### **Grant Cycle Schedule**

Deadline	Grants Awarded
March 16	April

### **For Questions**

Please contact the Committee Chair at [grants@sweetgrasscf.org](mailto:grants@sweetgrasscf.org)

For more about Sweet Grass Community Foundation, please check out our website at [www.sweetgrasscf.org](http://www.sweetgrasscf.org)



\*Lobbying any employee of SGCF, the Committee, or Board Member before, during or after the grant has or has not been awarded is strictly forbidden. This will jeopardize a grant in progress or any future grant request. Committee members, Board Members and employees are not permitted to discuss grant applications with anyone outside SGCF.