

RCCF GRANT APPLICATION Cycle _____

Please contact the staff of the Rush County Community Foundation if you have any questions concerning your organization's eligibility, project, and/or documentation required for this application.

To verify eligibility and application completeness, electronic submission of your initial application is required by 4:00PM on the 1st day of the month the grant is due.

Follow instructions carefully and provide information in the order it is requested. Do not use binders, folders, or notebooks. Complete both pages of this application. The application must be printed or typed. Simply compile and staple each copy in the upper left hand corner.

The Rush County Community Foundation does not discriminate in matters of age, race, religion, sex or native origin and expects that grant applicants observe like standards.

All information must be completed or your application will not be considered.

APPLICANT ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

IRS 501(c) (3) FEDERAL ID NUMBER: _____

EXECUTIVE DIRECTOR, PHONE & EMAIL: _____

CONTACT PERSON, PHONE & EMAIL: _____

Tax exempt organization name: _____
(as listed on legal documents)

Address & Phone: _____
(if different from applicant listed above)

AMOUNT REQUESTED \$ _____ TOTAL PROJECT COST \$ _____

BRIEF DESCRIPTION OF GRANT REQUEST (Must fit in this space): _____

Are any other funding projects in progress or planned within the next year? _____

Detail others: _____

What is your major funding source? _____

Do you receive government funds? _____ If so: Federal State Local

Do you receive funds from Rush County United Fund? _____

Have you requested funds for this project from any other source? _____ If so: List agencies and amount requested from each

If the Foundation is not able to fund the full amount of your grant request would you be able to continue with your project and how would you fund the balance of your project? _____

If your organization is awarded a grant, will any portion of the grant be used for administrative expenses? _____

Has your organization ever received a community grant(s) from the Rush County Community Foundation? _____

**The following information must be provided
or your application will not be considered.**

THE FOLLOWING MUST BE ATTACHED BEHIND THIS APPLICATION IN ORDER:

_____ A cover letter including a brief description of your organization, its mission, achievements, area served along with how many Rush County residents are served.

_____ Describe the project or program for which you seek funds, how it will work, who will administer it, who will be helped, timeline (beginning and ending date of project), anticipated results, how you will evaluate the results, how you will make the community aware of this project.

_____ Financial information-total cost of project or program, a complete project budget with items prioritized, plans to achieve funding, and ongoing support of project. **A minimum of two estimates is required to be included for the project.**

_____ A list of your organization's officers, governing body, board members and staff, their mailing addresses and daytime phone numbers.

_____ Your organization's most recent annual audit or year-end report, current income and expense statement and balance sheet. If more than 12 months old, have you received any gifts, grants or bequest in excess of \$5000 since date of report? If a government body or agency, please call our office before completing.

_____ A copy of your letter of determination from the IRS confirming that your organization is designated 501(c) (3) or a letter of explanation, if IRS ruling is not enclosed. (We do not want a state sales tax exempt number or form).

**NOTE – UPON RCCF APPROVAL OF THE INITIAL ELECTRONIC APPLICATION SUBMISSION
14 TOTAL COPIES (THE ORIGINAL AND THIRTEEN (13) COPIES) OF THIS APPLICATION AND ALL
SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE FOUNDATION OFFICE BY 4:00 PM ON THE
GRANT CYCLE DEADLINE DATE LISTED AT THE BOTTOM OF THIS PAGE.**

We need the original with original signatures.

From my own knowledge, I certify that the information given on this application and submitted in relation to this proposal is correct. This proposal has been authorized by the governing board.

Must have two different signatures.

_____ Date

_____ Signature of person submitting application

Printed Name & Title of person submitting application

_____ Date

_____ Signature of Officer of Governing Board

Printed Name and Title of Governing Board Member

Received by the Rush County Community Foundation
117 North Main Street Rushville, IN 46173
Phone 765-938-1177 Fax 765-938-1719
Email: info@rushcountyfoundation.org

Grant cycle deadline is at 4 PM on the following dates:

Cycle I: May 15*; Cycle II: September 15*

***deadlines that fall on a weekend will be extended to the following business day**