Leelanau Township
community foundation℠
For **good.** For **ever.**®

GRANT APPLICATION

Date of Application _____ **Tax ID Number** _____

Name of Organization _____

Contact Person _____

Mailing Address _____

City / State / Zip _____

Phone # _____ **Fax #** _____ **E-mail** _____

Purpose of Organization:

Purpose of Grant Request:

Amount Requested $ _____ **Total Project Cost $**_____

Have you applied to other sources for these grant funds and if so, please list those sources:

_____

_____

Signature of Contact Person **Date**

Please check one:

- ☐ General Endowment Fund grant request
- ☐ Youth Endowment Fund grant request (YAC)
- ☐ Other:

Submit 1 copy each of completed YAC applications to: Jackie Leyva at Northport Public School & LTCF contact info as follows: jleyva@northport.net

Submit all other completed applications to: Leelanau Township Community Foundation
P.O. Box 818
Northport, MI 49670
(231) 386-9000 Phone & Fax
director@leelanaufoundation.org

Grant Deadlines: The first Monday in January, March, May, July, September & November

Please provide the following information in the order listed:

1. **Purpose of Grant:** Describe the project and its basic objectives. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if you receive the grant. Include a timetable.

2. **Need:** Substantiate the need for the project within Leelanau Township. Acknowledge similar existing projects, if any, and explain how your proposal differs from them and what effort will be made to work cooperatively.

3. **Population Served:** Describe the population served by this project, including the approximate number of people that it will benefit, their gender, age and ethnicity. How are members of your target population involved in planning the project?

4. **Budget:** Include a detailed budget that shows specifically what is to be funded by the Leelanau Township Community Foundation. Please include amounts requested of other funding sources to which this proposal has been submitted.

5. **Organization Information:** Describe your organization, its history, mission and goals, activities, programs and accomplishments.

Please include the following attachments: (Not required for YAC grants)

- A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
- A list of the organization's Board of Directors with affiliations.
- A copy of the organization's current operating budget and most recent annual financial statement.
- Letters of support that verify project need and collaboration with other organizations. *(Optional.)*
- A copy of the organization's Annual Report, if available.