

# Community Foundation of Greene County

2009

## KATHLEEN A. HAMILTON DAVIS AND WILLIAM R. DAVIS MEMORIAL FUND GUIDELINES

**Purpose:** The purpose of the grant award is to provide support and assistance for the benefit of children and families in Greene County who are experiencing social or economic hardship. Grants may be used to support new, innovative projects. See also CFGC General Grant Guidelines.

**Project Period:** August 1, 2009 – July 30, 2010

**Award Amount:** Grant range is \$500 - \$2,000.

**Eligible Applicants:** Eligible applicants must be nonprofit, charitable (recognized under Section 501[c][3] of the Internal Revenue Code), tax-exempt organizations whose purposes and programs benefit Greene County residents.

**Application Procedures:** All grant application packages must include:

**1) Cover Letter** (include which fund from which you are requesting a grant and a description of how the project meets that field of interest category)

**2) Proposal Cover Sheet** (see Common Grant Application Cover Sheet available at [www.cfgcpa.org](http://www.cfgcpa.org) or <http://gwpa2.org/commongrantapplication.pdf>)

**3) Project Narrative:** Not to exceed **three** type-written pages, single-sided with 1-inch margins and font size of 11pt or larger. Include the following elements:

1) **Organizational Information** (mission, history, current programs and activities, and significant accomplishments)

2) **Purpose of the Grant** (problem and need, project goal, project design & objectives, and sustainability)

3) **Budget description** (a narrative description of how the funds will be used.)

4) **Evaluation process** (how will you determine/measure the success and impact of the project.)

**4) Common Grant Application Budget Format** (see sample at [www.cfgcpa.org](http://www.cfgcpa.org)): Include total project revenue and expenses; If the total project budget is larger than funds requested from CFGC – indicate how CFGC Funds will be used as part of this budget.)

**5) Attachments** (Submission of these items may be waived, if they have been previously submitted within the past two years, AND, if there have been no changes in status or directors. If you elect not to submit an item, please indicate in your cover letter why the item has been omitted.)

a. IRS Determination Letter

b. Most recent Form 990 or Form 990EZ (if available)

c. List of officers and directors, including occupations, employment, or other relevant affiliations\*

d. List of key staff members/positions and their roles involved in the project

e. Audited financial statements (if available)

f. Most recent annual report (if available)

**Proposal Deadline:** All grant applications must be **postmarked** no later than **Monday, June 15, 2009**. Electronic and facsimile submissions will not be accepted.

**Application Package:** Applicants should submit **5 copies** of the Proposal Cover Sheet, Project Narrative and Budget along with **1 copy** of the required attachments to:

CFGC

PO Box 768

Waynesburg, PA 15370

For more information contact the CFGC office at 724-627-2010, or email at [cfgcpa@gmail.com](mailto:cfgcpa@gmail.com)

Website: [www.cfgcpa.org](http://www.cfgcpa.org)