



General Grant Application

INSTRUCTIONS

Applications may be submitted by email or postal mail. To submit electronically, please complete and return the application below with attached requested documents to: **ctf@ctfinc.org**.

To submit via mail, please mail one (1) copy of this application with requested documents to:

The Community Trust Foundation, 71 Baltimore Street, Cumberland, MD 21502

REQUIREMENTS

Eligible organizations must be:

- 501(c)(3) organizations and agencies,
- Located in and/or primarily serve residents of Allegany and Garrett Counties in Maryland and in Mineral County West Virginia,
- Non-discriminatory in the hiring of staff or in providing services on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

CTF's General Grant applications *should not be used to request funds for:*

- Programs that proselytize for specific political actions or religious beliefs, or
- Programs involving fundraising, or
- Reimbursement of past expenses.

APPLICATION NARRATIVE (1-5 pages)

- Brief statement outlining your organization's mission, history, objectives and activities
- Project Description including which CTF priority grant area the project falls under (The Arts & Historical Preservation, Education & Youth Leadership, Health & Wellness, Quality of Life & Environment)
- How will the project impact the community?
- Description of one or more measurable outcomes you expect to achieve
- Any previous or current funding requests to foundations/government agencies/other non-profit organizations, etc. for this project.
- A Statement of Sustainability: How will your project continue in the future if funded by CTF this year?

SUPPORTING DOCUMENTS

- Annual Budget
- Project Budget
- Most recent financial statement/balance sheet
- List of current Board of Directors
- IRS Determination Letter

FURTHER, PLEASE NOTE:

Grantees must notify CTF of any major change in the proposed project, program or event as described in the grant application.

CTF must be credited using our logo on all printed materials and products whenever and wherever program credit is being given for this project.

One year after receiving the grant, Grantees will complete and return a Grant Report Form to document the use and impact of awarded funds for the CTF Board of Trustees.



General Grant Application

Please complete the following:

Project Name: _____ Amount Requested: \$ _____

CTF Priority Funding Area (circle one)

- Arts and Historical Preservation
- Education and Youth Leadership
- Health and Wellness
- Quality of Life & Environment

Applicant Organization: _____

Mailing Address: _____

City: _____ State _____ Zip _____ County: _____

Telephone: _____

Fax: _____ Organization Website: _____

Executive Director: _____ Email: _____

Project Director: (if different) _____ Email: _____

Tax Status: ___ 501(c)(3) ___ Agency of Government ___ Church

Not a non-profit organization; we have a fiscal sponsor: _____

Fiscal Sponsor Address: _____

Fiscal Sponsor Telephone: _____ Email: _____

FEIN: _____

Signature (Executive Director) _____ Date _____

Signature (Board Chair) _____ Date _____