



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, 112 Baltimore Street, Suite 201, 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 name and 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: \$ _____

Project Funding Date Range From: _____ to _____

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 _____