



General Grant Application

A simpler way of submitting grants is coming!

CTF is pleased to announce the implementation of a new grant management system that will be accessible through a portal on our website. Due to this implementation, our 2023 Grant Application Deadline has been changed to Tuesday, **March 28, 2023**. The application questions will remain the same so feel free to create a Word document with your responses that can be copied and pasted into the online system when it is ready. An announcement will be made when the portal is officially open. If you have any questions, please call 301-876-9172 or email ctf@ctfinc.org

REQUIREMENTS

Eligible organizations must be:

- 501(c)(3) organizations and agencies or have a sponsor 501 (c)(3) agency.
- 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 based on race, religion, gender, sexual orientation, age, national origin or disability.

CTF's General Grant applications *shall 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)

- Organization Description: Brief statement outlining your organization's history, mission, vision and accomplishments. (limit to one page)
- Project Description: Define the problem, solution, qualifications and how the request will impact the community (specifically who will benefit and how).
- Outcomes: Define specific measurable outcomes the request is expected to achieve.
- Funding Requests: Include any previous or current funding requests to foundations/government agencies/other non-profit organizations, etc. for this project.
- Sustainability Statement: If applicable, how will your project continue in the future if funded by CTF this year?

SUPPORTING DOCUMENTS

- Annual Budget
- Project Budget: Include a numerical financial description of the project.
- 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.
- Within twelve months of award and yearly thereafter for multi-year grants, Grantees will submit a Grant Report Form to document the use and impact of awarded funds. The report form can be found here: [Grants | Community Trust Foundation \(ctfinc.org\)](#).



General Grant Application

Deadline March 28, 2023

Please complete the following:

Project Name: _____ Amount Requested: \$ _____

Project Funding Date Range From: _____ to _____

CTF Priority Funding Area: Typical grant awards range from 2,500 to 10,000 in the following priority areas:

- Arts and Historical Preservation
- Education and Youth Leadership
- Health and Wellness
- Recreation and Thriving Environment

Applicant Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: _____ Website: _____

Executive Director: _____ Email: _____ Phone: _____

Project Director: *(if different)* _____ Email: _____ Phone: _____

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

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

Fiscal Sponsor Address: _____

Fiscal Sponsor Contact: _____

Fiscal Sponsor Telephone: _____ Email: _____

FEIN: _____

Signature *(Executive Director)* _____ Date _____

Signature *(Board Chair)* _____ Date _____