

Grant Application 2024

Helpful Application Information

This application includes a collaborator feature for applicants that wish to work on the document in partnership with others within their organization, their sponsor, etc. The tutorials below provide helpful instruction in using the feature.

Collaborator feature

Video Tutorial (2 minutes long)

Written Tutorial

Character Limits:

- Several questions contain character limitations. These equivalents may be helpful:
 - 5,000 characters = 800 words or 2.5 pages single-spaced
 - 3,500 characters = 575 words or 1 page single-spaced
 - 1,500 characters = 250 words or .5 page single-spaced
 - 500 characters = 80 words
 - 250 characters = 40 words

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

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

Please review your answers carefully as changes cannot be made after submitting your application. A confirmation email will be sent upon submission.

Timeline:

- March- Grant Applications reviewed
- April/May - Donor & Board Approves
- June - Award notifications by email & grants awarded.

EIN*

Character Limit: 250

Grant Amount Requesting*

Character Limit: 20

Organizations Questions

Organization Description*

Provide a brief statement outlining your organization's history, mission, vision, and accomplishments.

Character Limit: 3500

Is your Organization a 501c3 as designated by the IRS and in good standing?*

The Foundation only considers requests from organizations with 501c3 status.

Choices

Yes

No

501c3 - YES

EIN*

Character Limit: 10

IRS Determination Letter*

File Size Limit: 2 MB

501c3 - NO

Fiscal Sponsor Organization Name*

Character Limit: 100

Fiscal Sponsor Contact Name*

Character Limit: 100

Fiscal Sponsor EIN*

Character Limit: 10

Fiscal Sponsor Annual Budget*

File Size Limit: 2 MB

Fiscal Sponsor Current Financial Statement*

File Size Limit: 2 MB

Fiscal Sponsor Current Board of Directors

Character Limit: 250 | File Size Limit: 1 MB

IRS*

File Size Limit: 1 MB

Finances

Most recent financial statement/ balance sheet.*

Upload your most recent Form 990 or a balance sheet for the most recent financial period is acceptable.

File Size Limit: 2 MB

Organization's Annual Budget Upload*

Provide your Organization's Annual Budget

File Size Limit: 1 MB

Board of Directors

List of current Board of Directors*

Upload current list or type in the box provided.

Character Limit: 500 | File Size Limit: 1 MB

Project Questions

Project Name*

The name of the project is attached to all forms within your process. This is the "identifier" for the request.

Character Limit: 100

Project Start Date*

Expected start date.

Character Limit: 10

Project End Date*

Projected end date.

Character Limit: 10

Project Summary*

In four to five sentences provide a summary of the project and what specifically the funds will be used for. The Grants Committee Chair will read this summary at the in-person Grant Awards Presentation hosted by CTF.

Character Limit: 650

Project Description*

Define the problem, solution, qualifications, and how the request will impact the community.

Character Limit: 5000

Provide supportive documents if desired.

Provide a description of the attachments.

Character Limit: 1500 | File Size Limit: 2 MB

Supportive Document

Describe attachment.

Character Limit: 1500 | File Size Limit: 2 MB

Supportive Document

Describe attachment.

Character Limit: 1500 | File Size Limit: 1 MB

Geographic Area Served*

Select all the regions your project will impact.

Choices

Allegany County
Garrett County
Mineral County

Population Served*

Provide an explanation of who this project will serve.

Character Limit: 1500

Total Project Budget*

Character Limit: 20

Project Budget Upload*

Provide an excel, word, or pdf document of your project budget, broken down by line item.

File Size Limit: 2 MB

Project Budget Narrative Description*

Explain what line items you are requesting funding for and why.

Character Limit: 3500

Does organization have estimates/price quotes?

If applicable to your request have you acquired cost estimates for your project? If not applicable select no.

Choices

yes

no

Does the organization have other credible and committed funders for this program/project or overall?*

Choices

Yes

No

Project Goals & Anticipated Outcomes*

Goals are where you want to be and the **measurable objectives** are how you are going to get there.

Examples:

Goal: Youths in 4th grade will demonstrate coding skills. Measurable Objectives: 35 youths participate in 4 coding classes. 75% of youths create a simple program through coding.

Goal: Install a state of the art sound system to a theater. Measurable objectives: full funding secured, collaborative partners demonstrated, sound system installed.

Character Limit: 3500

Goal Measurement*

Describe how project goals will be measured.

Examples:

- Pre and post evaluations
- Focus group evaluation
- Participation data

Character Limit: 3500

Sustainability Statement*

How will your project continue in the future if funded by CTF?

Character Limit: 2000

Description of recognizing CTF sponsorship.*

Please describe how you will recognize CTF as one of your partners/sponsors in your publicity/marketing materials.

Character Limit: 2000

Estimates/Price Quotes- Yes

First Estimate/Price Quote*

Upload quote and provide more details if needed.

Character Limit: 1000 | File Size Limit: 2 MB

Second Estimate/Price Quote

Character Limit: 1000 | File Size Limit: 2 MB

Third Estimate/Price Quote

Character Limit: 1000 | File Size Limit: 2 MB

Other funders- Yes

Other financial support for program/project.*

Describe any previous or current funding requests to foundations/government agencies/ other non-profit organizations, etc. for this project.

Character Limit: 1000