

## GRANT APPLICATION PROCEDURE

- A. The *Connections* grant application provides the necessary information in order for the Advisory Committee to consider a request. You may request this form to be emailed to you as long as all questions are answered in the same order and within the space allotted.
- B. Attach documentation as requested.
- C. Applications are due **no later than 5:00 p.m. Friday, November 2, 2007.**
- D. Grant request budget is only for the project/program for which you are requesting assistance. List amount you are requesting from other sources, including other foundations, corporations, organizations, and other funding sources.

### **Please attach the following information and support documents:**

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status, unless you have checked to be sure Richland County Foundation already has one on file.
2. List of your organization's Board of Directors.
3. Finances
  - Organization's current annual operating budget, including expenses and revenue.
  - Organization's current assets and liabilities.

### **Grant Application Time Line:**

**Due Date:** Friday, November 2, by 5:00 p.m.

**Site Visit:** Begin the week of November 5 to be completed by November 30. During the following few weeks, a site visit to discuss the project will be scheduled with organization executive director and/or program director. Usually two or three members of the Advisory Committee together with an RCF staff person will participate. This is an opportunity to discuss your request and learn more about your project and organization.

**Decisions:** Grant decisions will be announced in January.

**Checks:** Will be mailed upon receipt of a signed Grant Agreement Form.

**Reports:** Follow-up reports are required following the completion of the grant project.

If you have any questions regarding a Connections Fund grant application, call Becky Smith, Program Officer, at (419) 525-3020.