

## Columbia County Children's Fund

**Please note that this document is for informational purposes only, and there may be slight differences between this document and the official online application.**

**Applications must be submitted via the online application process on our Web site, [www.inwcf.org](http://www.inwcf.org).**

1. Applicant Organization Name
2. Legal Name of Organization, if different
3. Applicant Organization Mailing Address
4. City, State, Zip
5. County in which applicant organization is located
6. Are you using a fiscal agent or are you acting as a fiscal agent for another organization? (A fiscal agent is a separate organization that agrees to accept and be responsible for grant monies on your behalf.)
7. If using a fiscal agent, please list the name of the fiscal agent organization, address, phone number, employer identification number and the name of a contact person with the fiscal agent.
8. Briefly describe your organization's mission and current programs. Please include the year your organization was established. Please limit your reply to 300 words.
9. Describe the program/project for which you are seeking funds and the time period in which the funds will be used. Please identify whether this is a new or existing program/project. Explain why this program/project is important to your organization and how Foundation funding at this time will help you accomplish your mission and current goals. Please limit your reply to 550 words.
10. Please identify the specific activities that will take place or specific services that will be provided during the grant period. Include a timeline to illustrate when the activities or services will take place. Please limit your reply to 250 words.
11. Please describe the need or opportunity you are trying to address with this program/project. Explain why this program/project is critical at this time. Please limit your reply to 220 words.

12. Describe the target population and the number of people who will be served by the program/project, both directly and indirectly. Include information about the geographic area this program will serve. Please limit your reply to 300 words.
13. Please describe the changes or benefits (internal and/or external) you anticipate as a result of this program/project. Include specific, measurable outcomes. Please limit your reply to 250 words.
14. Describe your evaluation plan for the proposed work. Please limit your response to 250 words.
15. Describe what your organization has done to prepare for this program/project. Please limit your reply to 250 words.
16. Identify any organizations you will collaborate with on this program/project. Please limit your reply to 150 words.
17. Describe the efforts you have undertaken/will undertake to raise any additional funds or in-kind support required to implement the program/project. Describe your plans, such as changes in scope or delays in program/project implementation, if you are unable to obtain all required funding. Please limit your reply to 150 words.
18. If this is an ongoing project, please describe your plan for future funding. Please limit your reply to 150 words.
19. Please provide any other information necessary to better understand your proposal and its anticipated outcomes. Please limit your reply to 150 words.
20. Program/Project Budget: Please provide a budget for the specific program/project for which you are seeking grant funds. Include all expenses, sources of income and in-kind support. Please indicate if other funding has been received, or is pending.
21. Budget Narrative: Use this space for any explanatory information that would help us better understand your organization's program/project budget, including descriptions of in-kind donations, explanation of specific budget items and how the amount of specific items was calculated or determined. Please limit your reply to 150 words.

22. Organization Operating Budget: Please provide an organizational budget.
23. Please provide a current list of board members, including affiliations and years of service on the board.
24. Provide a list of key staff and describe their positions relative to the program/project.
25. Provide current financial statements for the organization, including a Revenue and Expense Statement (also called Profit and Loss Statement) that indicates changes in net assets and statements of activity; and a Balance Sheet (also called an Assets and Liabilities Statement) that indicates the financial position of the organization.

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