

# Nonprofit Community Support Grants Application Checklist

Before a proposal is drafted, applicant organizations are encouraged to carefully review Grant Programs or contact Community Investment staff to clarify any questions.

One copy of the completed proposal is due in the Community Foundation's office by 5:00 p.m. on April 1<sup>st</sup>. Completed proposals must include:

## **PART I – GRANT SUMMARY APPLICATION FORM**

In the space provided, list general **GOALS & OBJECTIVES** of your project. Both a Staff Officer and a Board Officer must sign the application.

## **PART II – PROPOSAL NARRATIVE – One page, five paragraphs, no smaller than 10 pt. font**

Introduction. Describe the mission(s) and population(s) served by the applicant organization and other organization(s) involved in the proposed project. Describe the project purpose and rationale – addressing its importance for York County and/or its potential to advance the mission-effectiveness of participating organizations.

Need/Opportunity. Describe the issue(s) the project addresses. Cite plans, research, or recommendations (of the participating organization(s), government authorities or community coalitions such as YorkCounts) that support the proposed project.

Project Activities. Describe and timeline key project activities and participants.

Anticipated Results and Assessment. List anticipated results of the project and the corresponding indicators of “success” for each anticipated result.

Leadership. Describe the roles of staff, consultants, and/or volunteers providing project leadership. Indicate experience or credentials these leaders bring to the project.

## **PART III – PROPOSAL BUDGET**

Itemize all anticipated project expenditures and sources and amounts of support. For each source other than York County Community Foundation, indicate amounts received, committed, requested, and/or to be requested.

## **PART IV – ORGANIZATION’S GOVERNING BOARD**

Provide a copy of the applicant nonprofit Board of Directors membership list.

## **PART V – CORRESPONDENCE FROM PARTNER ORGANIZATIONS**

If a collaborative project, provide correspondence from organizations cited in the proposal narrative, confirming the scope and type of resource-sharing or other cooperative arrangements.

## **PART VI – ATTACHMENTS**

- Copy of applicant organization’s IRS determination letter as evidence of 501(c)(3) tax status (*this does not apply to government agencies or public school districts*).
- Copy of organization’s PA Department of State Bureau of Charitable Organizations certificate (*this does not apply to government agencies or public school districts*).
- Copy of organization’s most recent year-end financial statements (*preferably audited*).
- Copy of organization’s strategic plan (*if available*).