

# **BOSTON GRANTS INITIATIVE COVER SHEET**

DATE:

NAME OF APPLICANT ORGANIZATION:

CONTACT PERSON:

ADDRESS:

DAY PHONE:

EVENING PHONE:

EMAIL:

FAX:

WEBSITE:

AMOUNT OF THIS REQUEST: \$                      TOTAL PROJECT BUDGET: \$

TOTAL CURRENT ORGANIZATIONAL BUDGET (If different from Project Budget): \$

TOTAL AMOUNT YOUR ORGANIZATION SPENT LAST YEAR: \$

NUMBER OF STAFF, FULL AND/OR PART-TIME (if any):

NUMBER OF KEY VOLUNTEERS:

HOW LONG HAS YOUR GROUP BEEN ACTIVE?

PROJECT PROPOSAL SUMMARY (No more than 2 sentences):

HOW DID YOU HEAR ABOUT THIS GRANT PROGRAM?

CHECK ANY OF THE FOLLOWING THAT APPLY TO YOUR ORGANIZATION:

Neighborhood/Community group (not a 501(c)(3) or incorporated group)

Checking or Savings account in group's name

Fiscal Agent Organization \_\_\_\_\_ Federal EIN # \_\_\_\_\_

Incorporated as a nonprofit in Massachusetts

501(c)(3) status with the IRS                      Federal EIN # \_\_\_\_\_

If you are an informal neighborhood or community group and do not have a checking account or fiscal agent, you will need to set up an account or agent upon receipt of a grant. You do NOT need to have an account or agent when you apply.

## **BOSTON GRANTS INITIATIVE APPLICATION FORM**

### **PROJECT DESCRIPTION**

Give a brief description of your proposed project. Be sure to include background of the issue, as well as goals and objectives of the project.

Describe the neighborhood or community need(s) and/or challenges that this effort will address.

What is the level and nature of involvement of the community-at-large?

If your project is successful, what changes will occur in your community and its environment?

## BOSTON GRANTS INITIATIVE APPLICATION FORM (CONTINUED)

### PROJECT BUDGET

1) Itemize anticipated expenses and income for this Project Proposal. Also note in-kind services (donated materials and/or labor) you may receive for this proposal.

Expenses

Income

In-kind Services

Principal sources of support (such as membership dues, individual donations, grants, special events etc)

The following ATTACHMENTS should be included with your application form:

- A list of key volunteers, board of directors or steering committee members, including email addresses
- Financial statement for most recent completed year and budget for current year, if available
- Selected copies of group's newsletter, brochure, and/or press clippings, if available