



Grant Inquiry Form – Community Giving Fund Small Grants Program

Must by typewritten - Limit two pages; 12-point font - Accepted Annually December 1 – January 15

ORGANIZATION INFORMATION

Applicant Organization:

Mailing Address:

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **County:** _____

Website Address:

Executive Director: _____ **Email:** _____

Program or Project Director: _____ **Email:** _____

ORGANIZATION’S MISSION

Brief statement of organization’s objectives and/or activities:

Annual operating budget: \$ _____ **Audited?** **Yes** **No**

TAX STATUS

Tax Status (choose one): **501(c)(3)** **Other (Explain)** **Government agency**

Not a nonprofit organization; we have a fiscal sponsor.

Sponsoring Organization:

Legal Name, per IRS determination:

Tax ID #: _____ **Date of Incorporation:** _____

SUMMARY OF REQUEST

Program or project title:

Is this program or project: **New** _____ **Existing** _____

Total program or project budget: \$

Amount requested (limit \$15,000.00): \$

Timeframe of program or project: **From:** _____ **To:** _____

Describe use of funds requested (staffing, materials, operating, etc.). Itemize with dollar amounts.

PROGRAM OR PROJECT SUMMARY

Summary of program or project (*suitable description to be shared with Foundation staff, Board of Directors, fund holders*) - 150 words or less

Which population will this program or project serve? Example: special populations, geographic area, etc.

Briefly describe one or more measurable outcomes you hope to achieve. Be specific.

Please list other support you are seeking from foundations, government agencies, businesses, and/or other. List organization names and dollar amounts you applied for.

COMMENTS

Please list additional information you feel would be beneficial in helping us better understand your request and the needs of the community that this program or project will address.

Signature: Executive Director

Date

Signature: Program or Project Manager

Date

Grant Inquiry Forms are accepted annually, December 1 – January 15.

We must receive your Grant Inquiry Form by 5:00 p.m. on January 15.

If the 15th falls on a weekend, the due date is the following Monday.

Maximum amount you may apply for is \$15,000.00.

Please note that forms must be signed and dated, then e-mailed or mailed to us. If using e-mail, we suggest you request a reply to confirm receipt of your Grant Inquiry Form. Contact information is listed below.

**Community Foundation for Southwest Washington
Anne Digenis, Donor Services and Grants Officer
1053 Officers Row
Vancouver, WA 98661**

**Phone: 360.694.2550
Email: anne@cfsww.org**

The Grant Inquiry Form may be downloaded from our website at www.cfsww.org under Grants & Scholarships/Grants Programs/Community Giving Fund/Community Giving Fund Small Grants Program Grant Inquiry Form PDF

If the Foundation can be of assistance to you as you prepare your Grant Inquiry Form, please contact us.

Timeline for 2012 grants:

The Grants Advisory Committee will review Grant Inquiry Forms in early-February.

Your organization will receive written notification by mid-February of the committee's decision.

Your organization will be invited to submit a full proposal OR will be advised that the committee has declined your inquiry to submit a full proposal.

For those organizations invited to submit full proposals, the due date will be March 5.

Grants will be awarded in May.