

GREATER POLSON COMMUNITY FOUNDATION
Grant Application Summary Sheet 2023

Name of Organization:

Address:

City:

Zip:

Phone:

Contact Person:

E-Mail:

501(c) (3) Organization Tax ID#

Amount Requested: \$

Total Project Cost: \$

Of the total project cost, how much is already secure?

Provide the following information, all parts must be completed:

- 1) Using a single separate sheet. **outline your project** and explain how it contributes to a healthy, well-educated, creative, productive and prosperous community.
- 2) What other organizations or individuals have contributed or committed funds to the project?
- 3) Have you/are you applying to other organizations for funding? If yes, which ones?
- 4) Can your organization carry out the project if it receives less than requested? How?
- 5) Can your organization account for grantor funds and file reports as required?
- 6) What action will you take to inform the community of the service your organization provides and the role GPCF plays in making your program/project possible?

Signature: _____ Title: _____ Date: _____

GREATER POLSON COMMUNITY FOUNDATION, INC. 2023

GRANT APPLICATION GUIDELINES AND INSTRUCTIONS

Application Deadline – Friday, April 28, 2023*

Grant Application Guidelines

The Greater Polson Community Foundation (GPCF) administers a permanent and growing endowment fund and generates additional funds on an annual basis. The GPCF is an independent, local, public charity that attracts and stewards philanthropic resources from individuals and organizations and distributes them to community based non-profits. GPCF makes grants for community projects that make a significant difference, coordinating the use of resources and maximizing matching funds. The foundation augments the efforts of community non-profits.

The GPCF, as grant-maker, convener, collaborator, and philanthropic partner takes a leadership role and works with others to articulate and support our community's aspirations. The GPCF is committed to the infusion of equity and inclusion in community visioning.

Funding Opportunities: GPCF project grants are to assist in the building of a “robust and welcoming community where we all have the opportunity to be healthy, well-educated, creative, productive and prosperous”. As you prepare your application, please think about how your agency and project can better utilize our community's strengths to enhance and improve the lives of the people who live here. Individual grants have ranged from \$500.00 - \$10,000.00

Eligibility: Applications are welcome from organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code. GPCF does not fund individuals or normal operating expenses of an organization.

Completed Application: *The Original and two (2) copies of the Grant Summary sheet, Grant application and attachments should be sent to:*

GPCF
PO Box 314
Polson, MT 59860

***Note:** A draft application received before April 5th, 2023 will be pre-screened for completeness. If required information is missing, the applicant will be notified within 10 business days to enable completion by the deadline. Incomplete applications received on or after April 6th, 2023 will not be considered for pre-screen. Applicants will still need to submit/postmarked the completed application (see above) by Friday, April 28th, 2023.

GPCF Grant Application Instructions:

Assemble the required information specified below in the following order and submit by Friday, **April 29, 2022**. If any question is not applicable to your organization or the purpose of the grant please enter *Not Applicable* and provide a brief explanation.

1) *Complete Grant Application Summary Sheet*

2) *A budget for the proposed project setting forth the following:*

- Projected revenue/grants by source
- In-kind contribution or support
- Expenses by category
- Narrative that includes anticipated revenue & expenditures covered by this application
- Brief chronological outline of proposed activities for the project
- Brief description of future projects/plans along with potential monetary needs

3) *Attach copies of the following:*

- Vision and mission statement of your organization.
- Roster of organization's governing board, their positions and meeting times
- Financial statement and/or Profit & Loss Statement (last 2 years)
- Copy/proof of last year tax filing Form 990. If exempt from filing, please explain

4) *Action to better inform the public*

- Include a statement on how you will inform the public about your project/activity and the benefit it provides the Greater Polson Community.
- Indicate how you will recognize support provided by the GPCF (a better informed community can assist you in gaining future support and GPCF donors learn of the value enabled by their generosity.)

Questions?

For further information or assistance with questions related to the application please contact any of the following contacts at the GPCF by email: gpcf4723@gmail.com

Phone:(406) 883-4723 or stop by the office on Tuesdays/Thursdays from 8:30 a.m.-2:30 pm

We are located in the lower level of the Salish Building – 110 Main Street, Polson

Toni Young Whealon, President
Jeanette Phillips, Grants Committee Chair
Jennifer Rolfsness, GPCF Grants Administrator