



Athens Area Community Foundation **Grant Application Instructions and Cover Sheet**

Instructions for submitting a Grant Application:

Please submit *one copy only* of the following:

- * Mission Statement
- * Copy of your annual report
- * IRS determination letter of agency or fiduciary
- * Annual operating budgets for current year, preceding year & projected for next year
- * Roster of the Board of Directors and schedule of upcoming board meeting dates.

* **Submit to:** **Athens Area Community Foundation**
 PO Box 205
 Athens, Michigan 49011

If you have submitted this information for a prior grant and there have been no changes, you do not need to resubmit these documents. *In the event you have questions or would like guidance in developing the proposal, please contact Cindy Leach at 729-4088.*

Organization: _____ Tax ID#: _____

Name of Program/Project: _____

Complete Address: _____

Contact Person: _____ Phone: _____ E-mail _____

Total Amount requested from the Community Foundation: _____

Total Amount of the Program/Project: _____

Applicant Signatures: _____ Title: _____

_____ Title: _____

(Executive Director or Board President)

Supervisor Signature: _____

(If Applicable)

Grant applications for this grant cycle are due by March 15, 2008. Please plan on a 6-week turn around time for review and board approval.