

Chautauqua Region Community Foundation- Community Service

Chautauqua Grants

Grant Application Questions

Please make sure you have read the full guidelines for the **Community Service Grant Application** process on www.chautauquagrants.org. There are two cycles per year; deadlines are March 1 and September 1. If you have any questions or need assistance please contact Liz Jones at ejones@crcfonline.org or Michelle Tambascio at mtambascio@crcfonline.org.

Project Name*

Character Limit: 100

Amount of Request:*

Character Limit: 20

Total Project Cost:*

Character Limit: 20

Description:*

Describe the purpose and overall goal of the requested funding. *If applicable, how has COVID-19 impacted your need for support?*

Character Limit: 2500

Key Activities:*

Identify specific activities that will take place, when and how the project will be implemented, who will be involved and any key partnerships or collaborations that will support its success. (Answer: Who, When, Where and How)

Character Limit: 2500

Target Population:*

Identify the target population this project seeks to serve. This includes the following: number of people served, geographic area, age range, ethnic and racial groups, socio-economic status.

Character Limit: 1000

Outcomes & Evaluation:*

Describe the measurable outcomes expected and how the organization will evaluate the success of this project.

Character Limit: 2500

Evidence:*

Provide evidence that supports the strategy proposed to achieve the stated outcomes. This could include: past experience, research, or other technical evidence.

Character Limit: 2500

Project Budget:*

Upload a project budget that includes: total project cost with revenues and expenses. Be sure to include notes or narrative on the budget document that can offer additional insights.

File Size Limit: 2 MB

Supporting Documentation:*

Upload supporting documentation including: estimates, quotes, bids or pricing documentation.

File Size Limit: 2 MB

Additional Information or Upload:

Character Limit: 1000 | File Size Limit: 2 MB

Supporting Materials

List of Board Members:*

File Size Limit: 2 MB

Current Year Organizational Budget:*

File Size Limit: 2 MB

Current P&L:*

File Size Limit: 2 MB

Current Balance Sheet:*

File Size Limit: 2 MB

Most Recent Year Audited Financial Statements:*

File Size Limit: 5 MB

Most Recent Year 990 Form:*

File Size Limit: 6 MB

Authorization

Name of Executive Director or Board President:

If you are not the ED or Board President please provide their name here and their email below.

Character Limit: 250

Email of Executive Director or Board President:

Character Limit: 250