

# Chautauqua Region Community Foundation- General

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## *Chautauqua Grants*

### *Grant Application Questions*

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Please make sure you have read the full guidelines for the **General Grant Application** process on [www.chautauquagrants.org](http://www.chautauquagrants.org). These grants are reviewed bi-monthly; the deadline is the last Wednesday (even) months by noon. If you have any questions or need assistance, please contact Liz Jones at [ejones@crcfonline.org](mailto:ejones@crcfonline.org) or Michelle Tambascio at [mtambascio@crcfonline.org](mailto:mtambascio@crcfonline.org).

#### **Project Name:\***

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#### **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?*

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#### **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)

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#### **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.

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#### **Outcomes & Evaluation:\***

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

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**Budget Upload or Narrative:\***

Upload a budget document or type budget information directly in the text box provided. Make sure to include the total project cost, including revenues and expenses.

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**Supporting Documentation:\***

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

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**Additional Information:**

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## *Supporting Materials*

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**List of Board Members:\***

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**Current Year Organizational Budget:\***

*File Size Limit: 3 MB*

**Current P&L:\***

*File Size Limit: 3 MB*

**Current Balance Sheet:\***

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## *Authorization*

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**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.

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**Email of Executive Director or Board President:**

*Character Limit: 250*