

# Chautauqua Region Community Foundation- Strategic Project

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## *Chautauqua Grants*

### *LOI- Grant Application*

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Please make sure you have read the full guidelines for the **Strategic Project Grant Application** process on [www.chautauquagrants.org](http://www.chautauquagrants.org). There are two cycles per year: LOI deadlines are Dec 1 and June 1. If you have any questions or need assistance please contact Liz Jones [ejones@crcfonline.org](mailto:ejones@crcfonline.org) or Michelle Tambascio [mtambascio@crcfonline.org](mailto:mtambascio@crcfonline.org).

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

*Character Limit: 100*

#### **Amount Requested:**

*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*

### *Full-Grant Application*

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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.

*Character Limit: 1000*

**Outcomes & Evaluation:\***

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

*Character Limit: 2000*

**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: 1500*

**Sustainability:\***

How will the organization financially and operationally support this project going forward?

*Character Limit: 2000*

**Project Budget:\***

Upload a budget that outlines the total project costs, including revenues and expenses. Be sure to include notes or narrative on the budget document that can offer additional insights.

*File Size Limit: 2 MB*

\*Attention Grantees- please note the budget upload from the LOI application will not carry over to the full application. Please re-upload a project budget for this request.

**Supporting Documentation:\***

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

*File Size Limit: 2 MB*

**Additional Information or Upload:**

*Character Limit: 1000 | File Size Limit: 2 MB*

## *Supporting Materials*

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**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: 3 MB*

**Most Recent Year 990 Form:\***

*File Size Limit: 6 MB*

*Authorization*

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**Name of Executive Director/CEO:**

If you are not the ED/CEO please provide their name here and email below.

*Character Limit: 100*

**Email of Executive Director/CEO:**

*Character Limit: 100*

**Name of Board Chair:**

*Character Limit: 100*

**Email of Board Chair:**

*Character Limit: 100*