

# Chautauqua Region Community Foundation- Strategic Project

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## *Chautauqua Grants*

### *Pre-Application*

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Please make sure you have read the full guidelines for the **Strategic Project Grants** process on [www.chautauquagrants.org/strategic-project](http://www.chautauquagrants.org/strategic-project). If you have any questions or need assistance please contact Liz Jones [ejones@crcfonline.org](mailto:ejones@crcfonline.org) or Camille Martir Rosado [rosado@crcfonline.org](mailto:rosado@crcfonline.org) or call #716-661-3390.

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

*Character Limit: 100*

#### **Amount Requested:\***

*Character Limit: 20*

#### **Total Project Cost:\***

*Character Limit: 20*

#### **Description:\***

Describe what you are requesting funding for, and the overall goal of the project. (Answer: What and Why)

*Character Limit: 4000*

#### **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: 3000*

### *Full Application*

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

State the expected outcomes (both short-term and long-term) and how the organization will evaluate the success of this project.

*Character Limit: 2500*

**Sustainability:\***

Describe how the organization will 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 re-upload a project budget; it will not carry over from the pre-application.

**Supporting Documentation:**

\*Optional, if applicable to the request upload supporting documentation (estimates, quotes, bids or pricing).

*File Size Limit: 4 MB*

**Additional Information or Upload:**

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

## *Supporting Materials*

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**Current Year Organizational Budget:\***

*File Size Limit: 2 MB*

**Current Profit & Loss:\***

*File Size Limit: 2 MB*

**Current Balance Sheet:\***

*File Size Limit: 2 MB*

The following items are for internal staff review. *If you are having issues uploading due to the file size please email [ejones@crcfonline.org](mailto:ejones@crcfonline.org) or [crosado@crcfonline.org](mailto:crosado@crcfonline.org).*

**List of Board Members\***

*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 Board Chair:**

*Character Limit: 100*

**Email of Board Chair:**

*Character Limit: 100*