



Community Foundation of Jackson Hole
GRANT APPLICATION
August 2007

General Instructions:

- Please follow the application format carefully. If at any time you have a question, please contact our Senior Program Officer, Susan Eriksen-Meier at semeier@cfjacksonhole.org or 307-739-1026. We are here to help you.
- Foundation staff members are happy to meet with you to discuss your project idea before you begin your work or to review a draft of your application. Please phone or email the office to make an appointment.
- Please submit your application as an email attachment in Word, not as a PDF document. If you have any trouble or questions about email submission, please contact us. The email address for submission is semeier@cfjacksonhole.org.

More Information:

Our website provides information that may be helpful to you as you write your proposal.

- To see a list of projects that have been recently funded, please visit <http://www.cfjacksonhole.org/b4c.html>
- On-line resources for non-profit organizations can be found on our site at <http://www.cfjacksonhole.org/c5.html>
- Community trend information, listed by field of interest, can be found on our Field Notes pages at <http://www.cfjacksonhole.org/fieldnotes/index.html>

Community Foundation of Jackson Hole Grant Application

The Application:

Heading (First Page Only)

Organization Financially Responsible for Grant
Phone Number
Title of Grant Request
Amount of Request

Contact Person Name,
EMAIL ADDRESS
Project Start/End Dates
Date of Submission

Please format the heading as shown above. Please do not use a separate cover page. This really helps our volunteer Committee Members as they review large numbers of proposals. Thank you!

Please submit all of the information listed in the order given. Include section numbers and headings to help our Committee Members follow your proposal easily.

1. Organizational Mission Statement:

Please insert the mission statement for the organization that will be responsible for managing the grant funds. If you feel it is important to the committee's understanding of your project, you may also include mission statements for other organizations collaborating on this project. However, the mission statement for the organization that will manage the grant is required.

2. Summary Statement: *This section may not exceed 130 words.*

Please write a brief summary of your proposal. Tell us what is happening in our community today and how you will use grant funds to make the situation different tomorrow. Tell us why this change is important.

3. Community Need: *This section may not exceed 130 words.*

Tell us about a situation or problem that should be addressed or an "o.k." situation that could be something really great for our community. You may choose to use data, demographic illustrations, observations, testimonials and/or other methods. This section should not include organizational needs, project activities or a description of how you will use the funds.

4. Impact Statement: *This section may not exceed 130 words.*

Clearly identify how you will affect our community with your project. Please use this section to tell our committee members how many children, miles of river, animals, acres of land, artists or families you will impact and HOW you will impact them. Will the impact be for many and shallow or for a few and deep? Successful proposals will be very specific. We may use this information to measure the work accomplished through our grant programs.

5. Project Description: *This section may not exceed 400 words*

Explain how your organization will use grant funds to positively affect the existing situation or problem. Describe the project in detail. What are the steps and activities involved? With whom will you collaborate? How will the project directly affect our community? What is the timeline?

6. Project Budget:

The project budget is a financial description of the project. Describe how granted funds will be spent. All budgets must include income and expense sections. The project budget should detail information about the entire project (not just the portion for which you are requesting funding). Provide as much detail as possible. If precise figures are not known, provide a careful estimate. If you would like examples of budget formats, please contact us via email (semeier@cfjacksonhole.org).

7. Sustainability Plan: *This section may not exceed 130 words.*

This section is for on-going projects only. If your proposal is for a one-time project, please go to number 8. The Community Foundation of Jackson Hole is not a permanent funding source. How do you plan to continue funding the project into the future?

8. Organizational Expertise: *This section may not exceed 130 words.*

How is this project compatible with your organization's mission and expertise?

9. Annual Organizational Budget:

Complete the Organizational Finance Form. This form has its own link on our website, located with grant application and guideline documents. This form has calculating formulas imbedded in many fields. If you fill in the yellow fields, the form will self-calculate.

10. List of Current Board Members:

Include a list of current Board Members. The list may appear in sentence format. Do not create a separate page.

11. Evidence of Board Approval:

Demonstrate that your organization's board members have approved the submission of this application for funding. Acceptable forms: Letter from your board, a resolution, excerpt from Board meeting minutes showing an action item approving the grant application or email approval. If using an email message to demonstrate board approval, please paste the message into the body of your proposal. Please do not have your board members email our office. Original signatures are not necessary.

Projects Working With Teton County School District #1:

If your project will work with the Teton County School District, your proposal must include the school sponsorship form. This form is required for all partnerships, including those that are not financial. It must be signed by the Superintendent of Schools and submitted with your proposal in order for the Grants Committee to consider your funding request. Please contact Pier Trudelle at 733-4234, extension 3249, to obtain a copy of the form. Please allow two weeks for the Superintendent's Office to review and approve your project. Principal or teacher approval cannot be substituted, regardless of the size of the project.

Collaborative Projects:

If your project is dependent upon a partnership with another agency or organization, include a letter of collaboration from that agency. This letter may be in the form of an email message pasted into your proposal. The letter should outline their commitment to the project. Will they contribute funds, people, information or facility use? Please note that any proposals indicating collaboration with the Teton County School District #1, including, but not limited to, use of buildings, training of teachers or identification of clients through school attendance, must include the school sponsorship form. Please see the previous paragraph for more information.

Attachments and Additions

The Community Foundation accepts all grant applications via email. Our twenty-member Grants Committee receives your funding request, with all other submissions, in one large electronic file. Please do not include attachments, insert photographs, logos or add anything to your application that will increase the file size. Thank you for your assistance as we work to keep the application packet file a reasonable size for our volunteer committee members.

If there is information that you believe is critical to your request that does not fit into the grant application format, please contact our office for assistance.

Your Proposal May Become the Basis for a Funding Contract or Shared with Others

- Should your funding request be approved, you will be required to adhere to your project budget and other information in your proposal. Prior to the release of grant funds, grantees are required to sign a funding agreement indicating that you will utilize Community Foundation funds as indicated in your proposal. It is the applicant's responsibility to keep a copy of the proposal for this use.
- Information from your proposal may be used on our website, in press releases, Foundation marketing work, shared with potential donors and/or Community Foundation Committee, Board and Staff Members.

Requirements outlined in the Application Instructions may change at any time. Please log on to our website at www.cfjacksonhole.org to ensure that you are working from the current version.

The Community Foundation of Jackson Hole reserves the right to verify any information provided in your proposal. This includes, but is not limited to, references to data sources, collaborative partnership and financial information.

Please submit your application to:

semeier@cfjacksonhole.org

You will receive a proposal receipt via email, so that you know we received your application.

Thank you!