



GRANT APPLICATION INSTRUCTIONS

Follow these instructions to ensure all application components are included

- ❖ Requests for grants may be made for any amount up to \$1,500.00.
- ❖ The grant objectives are as follows:
 1. To support programs that address an existing or emerging community need and,
 2. The community need must address support for one or more of the following: health and human services.
- ❖ Complete the application questions and attach all requirements for the grant program.
- ❖ Call the Eastern Carolina Community Foundation (843-667-1131) with any questions.

Instructions for submitting a Grant Application

- ❖ Do not send additional information beyond that which is requested, unless it pertains directly to the project or program for which funding is sought.
- ❖ Send only one copy of the application materials and do not use binders, staples or folders.
- ❖ All necessary materials must be received by 5:00 p.m. on Friday, September 30, 2011 at the Community Foundation office located at 234 West Cheves Street, Florence, SC 29501. Mailing address is the same. No faxed or email applications will be accepted. No late applications will be accepted.

Grant Application Requirements

- ❖ Application - Answer within the type and space requirements listed. Must be signed by the Board Chair/President.
- ❖ Board List - Attach a list of the Board of Directors, showing their primary professional and community affiliations, position on the board and contact information.
- ❖ Letters of Support – May be included but not to exceed three (3) letters from others that substantively endorse your organization or project.
- ❖ Audit – A copy of the most recently audited financial statement should be included by all 501(c)(3) nonprofits. This is not necessary for public agencies. If you do not have a professional audit, please submit your organization's year-end financial statement as presented to the Board of Directors.

Young Professionals Philanthropy
c/o The Eastern Carolina Community Foundation
234 West Cheves Street, Florence, SC 29501
Phone: (843) 667-1131, www.easterncarolinacf.org



GRANT APPLICATION

(Applications must be submitted on this form or exact duplicate (**2 page max**). Use no smaller than 10-point type, Times New Roman font.)

Project Title:

Project Coordinator/ Executive Director:

Organization/ Institution:

Address:

Phone:

Fax:

Email:

EIN:

1. Statement of problem or issues to be addressed by this project and project goal(s):

2. Descriptive summary of proposed project:

3. How does the project fit with YPP objectives?

4. Implementation time line including completion date (in months):

5. Significant potential benefits of project findings:

6. Project Outcomes:

7. Organization mission:

8. Budget Requirements (U.S. Dollars):

(Total Budget) (Funds Requested from YPP)
\$ _____ \$ _____

Current or Pending (circle one) Source(s) of Other or Additional Project Funds or Partners:

Source _____ Project Support \$ _____ Current/Pending
Source _____ Project Support \$ _____ Current/Pending

Total of "Other Support" \$ _____

9. Budget details for YPP funds:

Travel: \$ _____
Consulting: \$ _____
Labor: \$ _____
White literature: \$ _____
Expendable goods: \$ _____
Supplies: \$ _____
Operation management (not to exceed 10% of total budget): \$ _____
Other (_____): \$ _____
Other (_____): \$ _____
Other (_____): \$ _____

TOTAL: \$ _____

Understanding and Agreement:

As the Project Coordinator/Executive Director and Chairman, we understand and agree to abide by Young Professionals Philanthropy Requirements of Project Coordinator/ Executive Director Understanding and Agreement Document. Specifically, we understand and agree that failure to fully comply with each and every item may result in this project not being considered or approved, or if approved, support being withdrawn. We accept these conditions to receive a grant from Young Professionals Philanthropy.

Signature of Project Coordinator/ Executive Director

Date

Signature of Board Chairperson

Date

Project Coordinator/ Executive Director Understanding and Agreement Document

Young Professionals Philanthropy will receive the full funded amount back if the granted organization does not comply with the following stipulations:

- 1- If the project is to be completed within 18 months, a mid-term progress report and final report should be completed, signed by both the Project Coordinator/Executive Director and the Chairman, and delivered to YPP at the respective times. If the project is to last longer than 18 months, annual reports should be delivered.
- 2- Young Professionals Philanthropy reserves the right to use reports and pictures for media content.
- 3- Expenditures are to follow proposed budget details.

Signature of Project Coordinator/Executive Director

Date

Signature of Board Chairperson

Date

Young Professionals Philanthropy is a fund of the Eastern Carolina Community Foundation. Young Professionals Philanthropy does not discriminate on applicants on the basis of race, ethnicity, color, national origin, sex, disability, veteran status, or age.