



SIoux FALLS AREA COMMUNITY FOUNDATION

Community Funds *Grant Application*

*Awards are made every two months.
Check www.sfacf.org for deadlines.*

Section I: Cover Letter

Applications begin with a cover letter that gives the name of the project, its overall goal, and the amount of funding requested. The letter must be signed by the organization's executive director and board chair.

Section II: Organization Profile (Page 1)

- A. Organization's name, EIN, address, phone number, and website
- B. Contact person's name, title, phone number, and e-mail address
- C. May SFACF share information in this proposal with its donors?
- D. Give a brief description of the organization, include
 1. when it was founded
 2. a description of its primary service area
 3. its mission
- E. State the value of the organization's budget for the current year and give the percentages of the organization's total budget that come from —
 1. Membership dues
 2. Program and service fees
 3. United Way
 4. Fundraising activities
 5. Government contracts or grants (exclude educational loans)
 6. Other (describe revenue source)

Section III: Description of Needs or Opportunity (page 2)

- A. What opportunity or need does this proposal address?
- B. What evidence demonstrates that this is a significant need or opportunity? If data are available, present that information here.

Section IV: Project Proposal (pages 3 and 4)

- A. Describe the organization's proposal —
 1. When will the project begin and end?
 2. List the project goals. For each goal, list the activities to be undertaken and the expected outcome(s).
 3. If this proposal is accepted, the organization will be required to submit a written evaluation of the project. How will the organization determine whether the outcomes have been achieved?

- B. Which of the activities listed above will be funded with a grant from SFACF?
- C. How many persons will benefit from this project?
- D. How will the proposed project benefit the community?
- E. If the organization intends to continue this project, how will it be funded in the future?

Section V: Project Budget (page 5)

Use the form provided to show the budget for the proposed project. If you are requesting funds for administrative expenses, you must provide justification. Administrative expenses may not exceed 10% of the total project budget.

Section VI: Submission Information

For ease of duplication and distribution, grant applications must be submitted unbound. Collateral materials are discouraged and will not be distributed to evaluators.

- A. Grants over \$3,000
 - Your original application and 14 copies of the same
 - 14 copies of your current board membership roster
 - One copy of your most recent monthly financial statement
 - One copy of your most recent financial audit
- B. Grants over \$1000 and under \$3,000
 - original application only, no copies
 - current board membership roster
 - most recent monthly financial statement

Grant applications must be received at Sioux Falls Area Community Foundation, Suite 102, 300 N. Phillips Avenue, Sioux Falls, SD 57104

Sioux Falls Area Community Foundation *Project Budget*

Name of organization that will administer this grant: _____

Include revenues and expenses for this project proposal, only. The line items below may not all apply to your proposal. Leave those items blank.

Project Revenues

Amount

1. SFACF Community Funds grant	_____
2. Contributions	_____
3. Event income	_____
4. In-kind contributions	_____
5. Sponsorships	_____
6. Other foundation or government grants (list)	_____
_____	_____
_____	_____
7. Other (specify):	_____
_____	_____
Total Revenues	\$ _____ -

Project Expenses

Amount

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10. Administrative expenses: <i>(Not to exceed 10% of project budget. If requested, explain how these costs will be used to support the project.)</i>	_____
_____	_____
_____	_____
_____	_____
Total Expenses	\$ _____ -

Comments: *If any budget item needs additional explanation, please provide that information in the space below.*