

2022 Olney Civic Fund Grant Application

Please provide the following information:

A. Narrative:

1. Cover page: Contact information, including name, address, phone number, website, email and social media sites. Please include a summary of your project in 30 words or less
2. Mission statement and when the organization was formed
3. Statement of the problem being addressed
4. How the organization plans on addressing the problem
5. How the funds will be used
6. Timeline
7. Collaboration: Who do you work with?
8. Short bios of staff working on the project
9. Brag a little: Why are you such a great non-profit?

B. Financials:

1. 2020 and 2021 budget
2. A copy of the most recent independent review/audit
3. A list of board members
4. Non-Profit IRS determination letter/Tax ID number (if applicable)
5. A copy of your most recent 990 (if applicable)
6. Please list your top five largest contributors

C. Optional:

VOLUNTEERS. Describe how the organization involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include the number of volunteers and hours (if tracked by the organization).

PLANNING. Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.

Applications should be easy to read and well written. We want to learn as much as we can about your organization without being distracted by misspelled words. This is your chance to shine! If you have never written a grant before, ask us for help. We are here to assist non-profits succeed.

QUESTIONS? Please contact Jodi Finkelstein at jodi.finkelstein@gmail.com.