



# HIGHLAND AREA COMMUNITY FOUNDATION

## GRANT APPLICATION FORM

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Executive Officer's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Are you a non-profit organization? \_\_\_\_\_ Are you registered as 501(c) (3)? \_\_\_\_\_

Are you a charitable organization? \_\_\_\_\_ Do you have an Illinois tax exempt number? \_\_\_\_\_ Number \_\_\_\_\_

Project Title \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Project Contact \_\_\_\_\_  
Name Address Phone

### Submission Requirements:

An audit or most recent fiscal year financial statement;

Current operating budget;

Current year-to-date income and expense statement;

A list of governing Board members;

An indication or preferably a formal board resolution that the Board has reviewed the application and approved it.

### Guidelines for Completing Proposal Narrative:

a. A description of the general purpose and objectives of the organization and the scope of its operations.

b. A statement of the problem.

c. Description of the purpose of the project/program for which funds are being requested, what it expects to accomplish and how it relates to the needs of the community.

d. Proposed program design.

e. Detailed project budget including other funding.

### Certification:

**Applicant agrees to spend any granted funds only for the purpose stated in the grant award. Applicant agrees to grant the H.A.C.F. the right to review the application with advisors of its choosing. Applicant will provide to the H.A.C.F. a written progress report within 12 months of the date of the grant award including photographs if appropriate. Any unused granted funds within the project completion date will be returned to H.A.C.F. unless the H.A.C.F. grants an extension.**

\_\_\_\_\_  
Authorized Signature

**One original copy of application and accompanying submission should be mailed or delivered not later than JULY 15th to the:**

**Highland Area Community Foundation  
P.O. Box 571, 1216 Main Street  
Highland, IL 62249**