

COMO CHARITABLE FOUNDATION, INC.

PO Box 1148
Winnsboro, LA 71295

APPLICATION FORM

In evaluating requests, the Como Charitable Foundation, Inc. gives special consideration to organizations in Franklin Parish and the surrounding area. The Como Charitable Foundation, Inc. supports a variety of programs in the fields of human services and education. Priority is given to funding capital projects and human resource improvement programs with well-defined objectives and timetables and promising broad public benefits.

Funding will be considered for organizations with strong records of community service. The organization must demonstrate true need for the proposed program, facility and/or improvements, and they must also provide a credible fund-raising plan as well as demonstrate the capacity to maintain the program, project, building, or facility.

Operating support for the organization will be considered a low priority by the Foundation.

Proposals are accepted and reviewed throughout the year. Interviews will be conducted only at the initiation of the Foundation. Decisions regarding the grants will be made only at meetings of the Foundation board which are scheduled at the discretion of the board of directors.

GENERAL INSTRUCTIONS

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use the headings, subheadings, and numbers provided.
- Please submit only one copy.
- Please do not send videotapes.

Proposals should be sent to: The Como Charitable Foundation, Inc.
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Grant Proposal Format

I. PROPOSAL NARRATIVE - *Please do not use more than two pages*

A. Background - Describe the work of your agency, addressing each of the following topics:

1. A brief description of its history and mission.
2. The issue(s) that your organization works to address.
3. Current programs and accomplishments. Please emphasize the achievements of the past year.

B. Description - Please describe the program for which you seek funding.

C. Evaluation - Please explain how you will measure the effectiveness of your activities.

II. PROPOSAL SUMMARY - The attached Grant Proposal Summary Sheet must be completed.

III. FINANCIAL INFORMATION - Overall Organization – Provide:

- Organization's current and prior year operating budget, including expenses and revenue; list sources of revenue received and those pending, including in-kind.
- Most recent annual financial statement (audited, if available).

IV. OTHER SUPPORTING MATERIAL – Provide:

- A list of your board of directors and their principal affiliations. Please include criteria for board selection.
- A copy of the IRS determination letter indicating 501 (C) (3) and 509(a) tax exempt status or that of fiscal agent.
- Your most recent annual report, if available.
- Agency affiliation with federated funds or public agencies.

Grant applications are considered at quarterly board meetings or at other called meetings of the Como Charitable Foundation, Inc.

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Common Application Form GRANT PROPOSAL SUMMARY SHEET

Name and Address of Organization		501(C)(3) No. _____	Contact Name and Phone Number	
Names and Titles of Individuals Submitting Request			United Way/Gov't. Support/Matching Funds	
Amount Requested	Total This Project/Program		Total Organization Annual Budget	
Brief Title (One Sentence)			Dates of Project/Program	
Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.				
Other sources of funding being solicited for this project/program			Amount Requested	Amount Received
Subject Focus (Program Area)	Population(s) Served		Type of Support Requested (i.e., Operating, Capital, Start-Up, etc.)	
_____ Signature of Board Chairman		_____ Signature of Executive Officer		
_____ Print Name		_____ Print Name		
For Grantmaker Use				
Date Received:			Proposal Identification Number:	