

BOSTON GRANTS INITIATIVE COVER SHEET

DATE:

NAME OF APPLICANT ORGANIZATION:

CONTACT PERSON:

ADDRESS:

DAY PHONE:

EVENING PHONE:

EMAIL:

FAX:

WEBSITE:

AMOUNT OF THIS REQUEST: \$ TOTAL PROJECT BUDGET: \$

TOTAL CURRENT ORGANIZATIONAL BUDGET (If different from Project Budget): \$

TOTAL AMOUNT YOUR ORGANIZATION SPENT LAST YEAR: \$

NUMBER OF STAFF, FULL AND/OR PART-TIME (if any):

NUMBER OF KEY VOLUNTEERS:

HOW LONG HAS YOUR GROUP BEEN ACTIVE?

PROJECT PROPOSAL SUMMARY (No more than 2 sentences):

HOW DID YOU HEAR ABOUT THIS GRANT PROGRAM?

CHECK ANY OF THE FOLLOWING THAT APPLY TO YOUR ORGANIZATION:

Neighborhood/Community group (not a 501(c)(3) or incorporated group)

Checking or Savings account in group's name

Fiscal Agent Organization _____ Federal EIN # _____

Incorporated as a nonprofit in Massachusetts

501(c)(3) status with the IRS Federal EIN # _____

If you are an informal neighborhood or community group and do not have a checking account or fiscal agent, you will need to set up an account or agent upon receipt of a grant. You do NOT need to have an account or agent when you apply.

BOSTON GRANTS INITIATIVE APPLICATION FORM

PROJECT DESCRIPTION

Give a brief description of your proposed project. Be sure to include background of the issue, as well as goals and objectives of the project.

Describe the neighborhood or community need(s) and/or challenges that this effort will address.

What is the level and nature of involvement of the community-at-large?

If your project is successful, what changes will occur in your community and its environment?

BOSTON GRANTS INITIATIVE APPLICATION FORM (CONTINUED)

PROJECT BUDGET

1) Itemize anticipated expenses and income for this Project Proposal. Also note in-kind services (donated materials and/or labor) you may receive for this proposal.

Expenses

Income

In-kind Services

Principal sources of support (such as membership dues, individual donations, grants, special events etc)

The following ATTACHMENTS should be included with your application form:

- A list of key volunteers, board of directors or steering committee members, including email addresses
- Financial statement for most recent completed year and budget for current year, if available
- Selected copies of group's newsletter, brochure, and/or press clippings, if available