

CREDIT UNION OF THE ROCKIES
Community Grant Application

Organization Name: _____

Address: _____

Executive Director: _____

Contact: _____

(if other than Executive Director): Name _____ Title _____

Phone: _____ Fax: _____ Email: _____

Grant Application Format:

A. Narrative: (not to exceed three pages) Please include the following:

1. **Agency Information:** Mission statement and a brief statement of the organization's goals and/or objectives. Provide a brief summary of organization's history along with a description of current programs, activities and accomplishments.

2. **Purpose of Grant:** This section should include:

- a. A brief statement of the issue(s) to be addressed, description of constituency served, number served, target population, how you will reach them, and how they will benefit.
- b. Description of goals and objectives for the purpose of this grant
- c. Description of activities planned to accomplish goals. Is this a new or an on-going activity?
- d. Timetable for implementation
- e. Other organizations, if any, participating in the activity.

3. **Financial Need:** Please indicate the amount of funds requested, demonstrate the financial need in order to support this program, and indicate how the funds will be used. Also specify the percentage of funds used for administrative purposes, and include long-term sources/strategies for funding in the future. Also note if in-kind services, volunteer time or donated equipment are needed.

4. **Community Visibility:** Include plans for communicating this project, the individual(s) responsible for publicity, and if grantors are included in these plans. Credit Union of the Rockies requests the opportunity to review communication materials that include the Credit Union's name or logo.

4. **Evaluation:** Include expected results, how you will define and measure success, and how the project's results will be used and/or communicated.

B. Attachments:

- Agency budget & program budget
- Copy of letter indicating 501 (C) 3 tax exempt status
- List of names and qualifications of key staff