****

**Grant Application**

**Please note:** These boxes expand. Feel free to take up as much space as you need to thoroughly respond to each question.

**PROJECT DESCRIPTION**

**Describe your proposed project.**

|  |
| --- |
|  |

**Why is this project needed?**

|  |
| --- |
|  |

**What specific outcomes do you hope to achieve through this project?**

|  |
| --- |
|  |

**Please comment on your organization’s past and present attempts to address the need(s) identified above.**

|  |
| --- |
|  |

**Who will be responsible for the planning and coordination of this project? Please describe their credentials and connection to your organization.**

|  |
| --- |
|  |

**Who will be responsible for maintaining this project after completion? Please describe their credentials and connection to your organization.**

|  |
| --- |
|  |

**Outline the steps necessary to complete this project. Clearly identify what needs to be done, when it will be done, and who from your organization will involved with each step.**

|  |
| --- |
|  |

**ITEMIZED PROJECT BUDGET**

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL PROJECT COST** |  |
| *Amount Requested from CHCF* |  |
| *Match* |  |

*Rows can be added or deleted by right-clicking on the table and selecting “delete cells” or “insert rows.”*

**If your organization is providing a match, where are the matching funds coming from?**

**This may include other grants, fundraising, donated time/goods, organization funds budgeted for this project, etc. NOTE: Salaries, operating expenses, and supplies are NOT matching funds.**

|  |  |
| --- | --- |
| **Match Source** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL MATCH** |  |

*Rows can be added or deleted by right-clicking on the table and selecting “delete cells” or “insert rows.”*

**Why did you choose the vendor(s) and/or contractor(s) identified above?**

|  |
| --- |
|  |

**ATTACHMENT 1: BIDS**

* **At the end of this document, please include a bid for EACH item listed in your budget.**
* Label this attachment “Attachment 1: Bids”
* If you are hiring a contractor for services, they will provide you with a bid.
* If you are making an online purchase, include a screenshot of your shopping cart, showing subtotals and totals.
* If you are purchasing from a physical store, request a written estimate from the store.

**ABOUT THE ORGANIZATION**

**Tell us about your organization. We want to hear more about its background, purpose, and ways it has benefited the community.**

|  |
| --- |
|  |

**Please prepare for a discussion about your organization’s history with CHCF. This will be part of the review process when you receive a site visit from one or more CHCF board members. If you are familiar with past projects funded by CHCF, feel free to list them below, describing the project, the amount awarded, and its impact. If you don’t have a history with CHCF, just leave the box below blank. If you are uncertain about your organization’s history, we will fill you in during our site visit! This is a no-stress, optional question box for you.**

|  |
| --- |
|  |

**ATTACHMENT 2: BOARD OF DIRECTORS**

**At the end of this document, include a list of your board of directors.**

* Label this attachment “Attachment 2: Board of Directors”
* If you do not have a board of directors, please just provide a page with the statement “Our organization does not have a board of directors.”
* **ATTACHMENT 3: STATEMENT OF SUPPORT**

**At the end of this document, attach a statement of full support from the director of the requesting organization.**

* Nonprofits will include a letter from their executive director.
* Schools should include a letter from the principal and superintendent.
* Other public entities (counties, cities, etc.) should include letters of support from appropriate government officials.
* Label this attachment “Attachment 3: Statement of Support.”

**ORGANIZATION FINANCES**

**Why can’t your organization assume the cost of this project from its own resources?**

|  |
| --- |
|  |

**What other funding sources, beyond those already identified above in the summary of your match, have you sought after for this project?**

|  |
| --- |
|  |

**Will there be expenses related to the maintenance of this project after it is completed? If yes, what will these costs be? How will your organization cover these costs?**

|  |
| --- |
|  |

**ATTACHMENT 4: FINANCIALS**

**At the end of this document, attach your (1) Current organization budget, (2) Balance Sheet, and (3) Income Statement (also known as a Profit and Loss Report, Earnings Statement, or Statement of Operations) for the most recent fiscal year**.

* Label this document “Attachment 4: Financials”
* Audited financial reports are preferred but not required.
	+ Essentially, we’re looking for documentation to help us better understand the following:
		- How your organization is funded.
		- How your organization spends its funds.
		- How financially healthy your organization is. (Will it be around for many years to come?)
		- What your existing assets and liabilities are.
	+ Many non-profit organizations will have an audited financial statement issued by an accountant for the previous fiscal year. This is the ideal document to submit. If you do not have an audited financial statement, a Balance Sheet and P&L generated by your accounting software will also be adequate.
	+ For small organizations that do not use accounting software, bank statements showing existing assets combined with all financial records (spreadsheets, other tracking methods) from the previous year should be adequate.
	+ If you are an entity within a larger entity (for example, a school library funded by the school district), please provide documentation showing how much funding is allocated to your organization by the larger organization, then show a history of your organization’s income and expenditures in the previous year.
	+ For all entities, sharing the current fiscal year’s budget can also help tell the story about your organization’s financial situation.

**ATTACHMENT 5: TAX VERIFICATION**

**At the end of this document, attach ONE of the following:**

* For non-profit organizations: A copy of the IRS tax exempt letter verifying the organization’s tax-exempt status as a 501(c)(3) organization.
* For schools: A statement from the school principal or superintendent affirming that the entity is eligible under Section 170(c) (1) because it is a political subdivision of the State of Idaho.
* For government or government-funded organizations: A statement from a city or county representative affirming that the entity is eligible under Section 170(c) (1) because it is a political subdivision of the State of Idaho.
* Label this document “Attachment 5: Tax Verification.”

**ATTACHMENT 6: Letter of Endorsement**

**At the end of this document, attach a letter of endorsement from the person authorized to receive any funds if granted.**

* Label this document “Attachment 6: Letter of Endorsement.”
* This might be the executive director, treasurer, financial manager, clerk, or president of your organization.
* This letter must include the individual’s name, address, and phone number.

**THE SECTION BELOW INCLUDED HERE FOR YOUR CONVENIENCE. PLEASE DELETE IT BEFORE SUBMITTING YOUR APPLICATION.**

**Summary of Attachments**

The following documents need to be attached to this application. Please label each one with the following titles.

* **Attachment 1: Bids**
	+ If you are hiring a contractor for services, they will provide you with a bid.
	+ If you are making an online purchase, include a screenshot of your shopping cart, showing subtotals and totals.
	+ If you are purchasing from a physical store, request a written estimate from the store.
* **Attachment 2: Board of Directors**
	+ If you do not have a board of directors, please just provide a page with the statement “Our organization does not have a board of directors.”
* **Attachment 3: Statement of Support.**
	+ Non-profits should include a letter from the director of the requesting organization.
	+ Schools should include a letter from the principal and superintendent.
	+ Other public entities should include letters of support from appropriate government officials.
* **Attachment 4: Financials.**
	+ A budget, balance sheet, and income statement for the most recent fiscal year, preferably audited.
* **Attachment 5: Tax Verification.**
* For non-profit organizations: A copy of the IRS tax exempt letter verifying the organization’s tax-exempt status as a 501(c)(3) organization.
* For schools: A statement from the school principal or superintendent affirming that the entity is eligible under Section 170(c) (1) because it is a political subdivision of the State of Idaho.
* For government or government-funded organizations: A statement from a city or county representative affirming that the entity is eligible under Section 170(c) (1) because it is a political subdivision of the State of Idaho.
* **Attachment 6: Letter of Endorsement**
	+ This letter should come from the person authorized to receive any funds if granted. This might be the executive director, treasurer, financial manager, clerk, or president of your organization.
	+ This letter must include the individual’s name, address, and phone number.

**How to Combine Your Application and Attachments into One PDF**

**THIS SECTION IS INCLUDED HERE FOR YOUR CONVENIENCE. PLEASE DELETE IT BEFORE SUBMITTING YOUR APPLICATION.**

Before submitting your application, please make sure your **completed application form** and all **required attachments** are combined into **a single PDF file**.

Here are a few easy options:

**✅ Option 1: Scan All Pages Together**

If you have printed versions of all your documents:

* Arrange your completed application form and all required documents in the correct order.
* Use a scanner (at home, school, work, or public library) to scan them all **into one single PDF file**.
* Save the file with a clear name, such as:
**YourOrganizationName\_GrantApplication.pdf**

**✅ Option 2: Use a Free Online PDF Merger Tool**

If you filled out the form on your computer and have digital copies of your attachments:

* Try one of these free, easy-to-use websites:
	+ https://www.ilovepdf.com/merge\_pdf
	+ https://www.smallpdf.com/merge-pdf
	+ <https://www.adobe.com/acrobat/online/merge-pdf.html>

**Steps:**

1. Go to one of the websites listed above.
2. Upload your completed application PDF and all required attachments.
3. Arrange them in the correct order.
4. Click **“Merge”** and download your new, combined file.

**✅ Option 3: Use Adobe Acrobat (Pro Version)**

If you have Adobe Acrobat (the paid version):

1. Open Adobe Acrobat.
2. Go to **Tools > Combine Files > Add Files**.
3. Select your completed application and your attachment files.
4. Click **Combine**, then save your file.

**❓ Need Help?**

If you're having trouble merging your documents into one PDF, please call our administrator, Rachel Skousen, at 208-522-2368 or reach her by email at office@chcfoundation.net.