

Oakland County Bar Foundation Grant Application

Date of Application: _____ Tax I.D. # _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: \$ _____

Executive Director: _____

Contact person / title (if different from executive director): _____

Address (principal / administrative office): _____

City / State / Zip: _____

Phone Number: _____ Fax Number : _____

E-mail address: _____

List any previous support or requests for support from the Foundation in the last 5 years:

| <u>DATE OF GRANT</u> | <u>PROJECT NAME</u> | <u>AMOUNT</u> | <u>COMPLETION DATE</u> |
|----------------------|---------------------|---------------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Person Preparing Application: _____

Project Name: _____

Geographic Area Served: _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____ We have tax exempt eligibility: Yes _____ No _____

Check Payable to: _____

Attention of: _____

I, on behalf of _____, have been provided with a copy the Foundation's Grant Guidelines and Application and agree to comply with their terms and conditions.

Signature, Chairperson, Board of Directors

Date

Typed Name and Title

Signature, Executive Director

Date

Typed Name and Title



**OAKLAND COUNTY
BAR FOUNDATION**

Grant Application Format

A. Narrative

1. Organization Information (no more than 2 pages)

- Organization's History
- Organization's Mission and Goals
- Description of Current Programs, Activities and Accomplishments

2. Purpose of Grant (no more than 4 pages)

- Statement of needs/ problems to be addressed; description of target population and how they will benefit.
- Explanation as to how the request fits into the Foundation's mission
- Plans to accomplish goals and objectives & corresponding timetable for implementation.
- Other organizations participating in the project and their roles. Please note if funding has been secured from other sources, and if so, in what amount.
- Job descriptions of key staff and/or volunteers responsible for the project.
- Long-term strategies for funding this project at end of grant period.

3. Evaluation (no more than 2 pages)

- Plans for evaluation including how success will be defined and measured.
- How evaluation results will be used and/or disseminated.

B. Attachments

1. IRS determination letter indicating 501(c)(3) tax-exempt status

2. List of Board of Directors with affiliations.

3. Finances

- Grant Budget
- Organization's current annual operating budget, including expenses and revenue¹
- Most recent annual financial statement²
- Chart demonstrating what percentage of funding the Foundation's grant would be for the project.

4. Letters of Support (Minimum of One; Maximum of Three)

¹ Please provide this information only if the organization is operating at a deficit. If you are not providing a copy of the organization's current annual operation budget, it should include a signed affidavit that it is not operating at a deficit.

² Please provide this information only if the organization is operating at a deficit. If you are not providing a copy of the organization's most recent annual financial statement, it should include a signed affidavit that it is not operating at a deficit.

