

**GARDEN CHAPEL DONOR ADVISED FUND
GRANT APPLICATION INSTRUCTIONS**

IF YOU ARE ELIGIBLE FOR FINANCIAL SUPPORT AND YOU WISH TO APPLY, YOU MUST DO THREE THINGS:

- I. Complete an application on the prescribed form which includes answers to specific requests for information (see p. 3 of this document). It should be used as the cover page of your proposal.

- II. Provide evidence of your tax-exempt status if you have not done so previously. It is usually done through a copy of the most recent determination letter from the IRS recognizing your tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

- III. Prepare a **narrative request** for support which should include such things as:
 - A. Brief description of proposed project (what, when, where, why, how and by whom).
 - B. Explanation of the community need which will be served, the people who will be benefited, and proposed ways to measure success.
 - C. A summary budget of planned revenues and expenditures in carrying out the project.
 - D. A brief history of the organization including its purposes.

- IV. For more information on the awarding of grants check our website at www.pellacommunityfoundation.org.

Application deadline – November 15

Email to: info@pellacommunityfoundation.org - or -

Mail to: Pella Community Foundation
Box 112
Pella, IA 50219

ELIGIBILITY TO APPLY

To be eligible to apply, you must demonstrate all of the following characteristics:

- I. A nonprofit, legally tax-exempt organization.
- II. Located in and/or serving primarily clients in Pella, Iowa and the surrounding area.
- III. Serving a charitable purpose by enhancing the quality of life of the Pella area by providing bereavement services, hospice and end of life services.

PURPOSE FOR GRANT MAKING

- I. The Foundation makes grants to support creative and innovative programs, current or emerging charitable opportunities, services not presently offered and occasional capital projects – all of which should enhance the quality of life in the community. **Grants are not made in support of annual operating budgets or of projects normally included therein.**
- II. Projects funded should not represent significant duplication of initiatives already undertaken by other nonprofit agencies.
- III. Requests will generally be denied for current budget support, elimination of deficits, reduction of debt or funding of completed projects.

**GARDEN CHAPEL ENDOWMENT FUND
COVER PAGE FOR PROPOSAL**

APPLICATION FORM

Date submitted _____

1. Organization name _____
2. Mail Address _____

3. E-mail Address _____
4. Contact person _____ Telephone _____
5. President/board chair _____
6. A one-paragraph description of the organization.

7. Attach a list of the Board of Directors.

8. Attach a copy of the most recent financial report.

9. Title of project _____
10. Amount requested from Foundation _____ Total cost of project _____
11. A one-paragraph summary of proposal. (Statement should be condensed sufficiently to be included on this sheet).