**Matching Grant Application**

*Please fill out all required fields (optional fields are marked with an \*). For help, please refer to the Application Instructions included in the Information Packet.*

**Information About Your Group or Organization**

Name of Group:

City:

Focus:

Organization Website\*:

Organization Email\*:

Organization Phone\*:

Organization Address\*:

**Contact Person**

Name:

Email:

Phone:

Mailing Address:

**Information About the Project for
which You’re Seeking Funding**

Project Name/Title:

Fundraising Period Start Date:       – End Date:
*Note: All eligible fund must be raised during this period.*

Grant Activity Start Date:       – End Date:
*Note: All granted funds must be spent during this period. Any granted funds not spent must be returned to F4DC.*

Description of the issue or opportunity you’re focused on and the group or community to be affected by project (1-3 paragraphs, double spaced).

Description of the specific work you’ll do (1-3 paragraphs, double spaced).

Total estimated cost of project: $

Preliminary list of expenses that make up the estimated cost listed above.

Expense – Amount

      – $

      – $

      – $

      – $

Total: $

*Use the space below to provide detail about how you arrived at the estimated expenses above. See the Sample Application for an example.*

**Funding for Your Project**

Total funds raised to date (eligible and non-eligible): $

Total *non-eligible* funds raised to date (list below): $

Non-Eligible Source(s) – Amount

      – $

      – $

Total eligible grassroots funds raised to date: $

Total *projected* eligible grassroots funds: $

Description of fund-raising efforts for eligible funds (1-3 paragraphs, double spaced). Attach materials that a) document your fundraising efforts and b) show that you have the funds in hand. This may include:

* Copies of deposited checks and deposit slips and bank statements showing deposits;
* Official records from online donation sites documenting received funds;
* Photographic evidence of fundraising events along with a summary chart of funds raised (i.e. ticket price, pass-the-hat collections, number of people participating, etc.)
* Any other forms of documentation that help us learn about your fundraising efforts.

**Tax Status of Your Organization**

Does your organization have 501(c)(3) nonprofit tax status? YES [ ]  NO[ ]
*Note: If yes, attach your tax status notification letter to this application.*

*If no, you must designate a qualified tax-exempt organization to act as your fiscal sponsor.*

Name of organization acting as your fiscal sponsor:

Contact Person within that organization:

Name:

Address for Sponsoring Organization:

Phone:

Email:

*Please attach a letter from your fiscal sponsor,* ***on letterhead****, in which they state their willingness to serve as fiscal sponsor for your group or project. Also attach a copy of their tax status notification letter sent to them from the IRS.*

**Grant Agreement**

F4DC requires the signatures of **at least two authorized representatives** of any Applicant Group (hereafter known as “Group”) applying for grant funding. Both signatures must be from active members of the Group who are fully aware of the content of this grant application. These signatures indicate the following:

1. That the information in the application is accurate and complete.
2. That the grant request is being made with the approval of the Group (in other words, this is not an individual request, or one undertaken by an individual without approval from their Group).
3. That the Group does not discriminate on the basis of race, color, religion, age, gender, national origin, disability, sexual orientation, or status as a Vietnam-era or special disabled veteran (in accordance with applicable federal and state laws).
4. That if the grant application is approved, the signatories and the Group receiving funds agree to the following:

	1. The Group will use the grant funds only for the purposes described in the grant application. If the Group needs to make a major change in the project as described in the application, such that funds would be expended for substantially different purposes, it will consult with F4DC in advance and receive written permission for the change. Otherwise the Group may have to repay or forfeit grant funds.
	2. All funds will be used during the Grant Activity Period listed in the grant application. If there are unused funds remaining at the end of the Grant Activity Period, the Group will return them to F4DC unless F4DC has provided written permission for the group to keep the extra funds.
	3. A brief written report to F4DC is required within 30 days of the end of the Grant Activity Period. If the Grant Activity Period is for more than one year, then an interim report is required at the 12-month mark and at the end of the Grant Activity Period.

	Note: These reports may be used by F4DC in future publicity materials such as, but not limited to, articles on our website related to the matching grants program.

	This report should include:
		1. Clear explanations of how the grant funds were expended;
		2. Summary of the major work done by your group, both within the scope of the grant and other work related to this;
		3. An honest assessment of progress made through this grant along with the challenges and dilemmas faced in regard to the major objectives;
		4. Lessons learned from your work that will inform your group’s future development and might be useful to other groups involved in movement-building efforts.
		5. Reflections on how grassroots fundraising affected your group or organization (we are interested in the positives and negatives from your experience).
	4. The Group will maintain complete financial records of grant expenditures. F4DC requires the Group to use an F4DC-provided ledger form to record all expenditures and to turn in this ledger form with its grant report.
	5. The Group gives F4DC permission to publicize the grant and the Group’s work.
	6. If the Group’s tax-exempt status changes, it will notify F4DC.

The only legal obligations that exist between the Group and F4DC are those listed on this Grant Agreement.

The persons signing this Grant Agreement are the people who are responsible for upholding the terms listed above on behalf of the Group.

**Signatures**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist**

**Before submitting this grant application, have you made sure everything is filled out and attached?**

Information about your group or organization [ ]

Contact Person [ ]

Information About the Project for Which You’re Seeking Funding [ ]

Funding for Your Project [ ]

Tax Status of Your Organization [ ]

Attached documentation of fundraising efforts [ ]

Attached documentation of donations received [ ]

Read, Understood and Signed Grant Agreement [ ]