



Community Fund 2012 Grant Application \$5,001-10,000

The Community Fund grant program is a two-stage process. First, organizations submit a proposal (300-400 words, due March 9th). Second, select organizations will be contacted on March 23rd and invited to submit a full application. The deadline for the second stage is Friday, April 20th. Please consult our guidelines and timeline for more details.

In the second-stage, applicants requesting \$5,001-\$10,000 must submit the following:

- A concise description of the grant request
- This request should include a grant narrative that may discuss the following items: demonstration of need, challenge or community issue, a description of the proposed project, program or solution, estimated inputs (staff, time, resources, and materials), an explanation of targeted beneficiaries, projected results and outcomes and a budget.
- Information regarding the percentage of board members that contribute financially to your organization.
- The narrative should be less than 2,000 words.
- In addition to the narrative, please include a list of board members, 2011 budget versus actual, 2012 budget versus actual to date, and, if available, 2010 and 2011 cash flow reports (if there are any numbers that are easily identified as discrepancies, please explain), previous year's IRS 990 form, and photocopies of the UT Charitable solicitation permit and IRS Determination letter (if these documents are posted on your website, you can include a link instead of the hard or digital copies).
- Applying organizations should verify that their nonprofit directory submission is up to date by referring to our website:
<http://www.theparkcityfoundation.org/Nonprofits/NonprofitDirectory/tabid/202/Default.aspx>. If needed, an updated version should be submitted with the Community Fund application.
- If the request is granted, organizations are asked to contact PCF for a follow up site visit.

Your application may be emailed, mailed or delivered; it must be received by end of day on Friday, April 20th, 2012.

Email: katie@theparkcityfoundation.org

Mail: PO Box 681499, Park City UT 84068

Delivery: 1790 Bonanza Drive Suite W-102, Park City UT 84060

Questions? Inquiries? Don't hesitate to contact us: Katie Wright; 435-214-7476.