

## Community Fund 2009 Grant Application \$5,001-10,000

To be eligible for the Community Fund, you must first submit a Community Fund proposal (300 words, due July 31<sup>st</sup>). Select organizations will be contacted on September 1<sup>st</sup> and invited to apply for the October 2<sup>nd</sup> Community Fund application deadline.

- Please submit 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.
- Please include 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, 2008 budget versus actual, 2009 budget versus actual to date, and, if available, 2008 and 2009 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.
- 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 The Foundation for a follow up site visit and are required to submit a short written report.

Please submit a digital copy of the narrative in a word document. Additional documents may be emailed, mailed or delivered; they must be received by October 2<sup>nd</sup>.

**Email:** [katie@theparkcityfoundation.org](mailto:katie@theparkcityfoundation.org)

**Mail:** PO Box 681499, Park City UT 84068

**Delivery:** 1825 Three Kings Drive, Park City UT 84060

We certify that the information contained in this application is correct and complete. We agree to keep accurate financial records for any funds that might be received and to use any grant money strictly for the purpose described in this proposal.

---

Signature of Authorized Board Member

---

Date

May 2009  
PO Box 681499  
Park City, Utah 84068

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Primary Contact Person

\_\_\_\_\_  
Date

Questions? Inquiries? Please don't hesitate to contact us: Katie Wright, Programs Manager  
[katie@theparkcityfoundation.org](mailto:katie@theparkcityfoundation.org) 435-214-2147