

## Community Fund 2009 Grant Process

### Timeline:

- Friday, July 31<sup>st</sup>: Submit 300 word grant proposal via email to [katie@theparkcityfoundation.org](mailto:katie@theparkcityfoundation.org) in a word document (please no pdfs!). 300 words is the absolute maximum.
- Tuesday, September 1<sup>st</sup>: Select applicants will be invited to submit a Community Fund application.
- Friday, October 2<sup>nd</sup>: Community Fund Application deadline. Submit narrative via email, in a word document. The entire application may be submitted via email, mail or in person.
- December 2009: Decision announcements.

### Grant Proposal

- All organizations interested in applying for a The Park City Foundation's 2009 Community Fund grant must submit, by July 31<sup>st</sup>, a 300 word summary of their grant idea. This submission cannot exceed 300 words and must include a dollar request amount. 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 proposal.
- Proposals will be reviewed by the Grants Committee and ranked 1-5. On September 1<sup>st</sup>, all proposals ranked 3 or above will be asked to submit a grant application by October 2<sup>nd</sup>.

### Grant Application

Applications are tiered by grant request amount. Of the proposals submitted, select organizations will be invited to submit a full application by October 2<sup>nd</sup>. Decisions are announced in December.

- **Under \$1,500:** Applicants are asked to submit a one page letter of intent. This letter may include the organization's mission, a project summary, and a rationale for the amount of funds requested. Also include information regarding the percentage of board members financially supporting the organization. Letters must to be approximately 500 words or less.

- **\$1,500-5,000:** Applicants are asked to submit a concise description of their grant request, not exceeding 1,500 words. 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, projected results and outcomes and a budget. Also include information regarding the percentage of board members financially supporting the organization. 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.
- **\$5,001-\$10,000:** Applicants are asked to submit a concise description of their grant request, not exceeding 2,000 words. 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. Also include information regarding the percentage of board members financially supporting the organization. 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.
- Proposals must be emailed by July 31<sup>st</sup> for consideration for the October 2<sup>nd</sup> application deadline.

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

Questions? Inquiries? Check out our website: [www.theparkcityfoundation.org/nonprofits](http://www.theparkcityfoundation.org/nonprofits) or contact us directly.

Katie Wright, Programs Manager

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