

# BOARD OF COMMUNITY ACTION GRANT APPLICATION FORM

## MARCH, 2009

**Application Procedures:** A Grant Application Form must accompany each request for funding. All fields should be filled in. Please read the accompanying Grant Guidelines and eligibility criteria before applying.

Grant requests are reviewed in March. Applications must arrive at the Church office on or before **February 28**. The completed application must be emailed to the following address: [SSutton@westmorelanducc.org](mailto:SSutton@westmorelanducc.org) If you are unable to submit the application by email, please contact the church for directions about completion and delivery of the application.

Westmoreland Congregational UCC

Phone: (301) 229-7766

All applicants will be notified of the Board of Community Action's funding decisions. A list of the awardees will be posted on Westmoreland's Web Site.

Please complete all fields:

Submission date: \_\_\_\_\_

1. Name of organization: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Organization's Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Organization's E-Mail: \_\_\_\_\_

Name & Title of Contact Person: \_\_\_\_\_

\_\_\_\_\_

E-Mail of Contact Person: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

**2. Please describe your organization's core focus, mission or activities: (A brief statement may be supported by a brochure or single page summary):**

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**3. How will your organization use the grant funds to promote individual or community self-reliance, foster ecumenical or intra-denominational cooperation, or provide direct services?**

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**4. If applicable, please indicate approximately the number of the people (infants, children, adolescents, adults or seniors) benefiting from this award?**

Infants (under 1 year of age) \_\_\_\_\_ Children \_\_\_\_\_ Adolescents \_\_\_\_\_

Adults \_\_\_\_\_ Seniors \_\_\_\_\_

**5. Please list the member(s) of Westmoreland who have volunteered at your organization within the last year.**

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**7. Please indicate the interest and involvement of the Westmoreland members:**

Donates food/clothing or supplies \_\_\_\_\_ Tutors \_\_\_\_\_ Fund Raises \_\_\_\_\_

Develops policies \_\_\_\_\_ Provides office support \_\_\_\_\_ Board Member \_\_\_\_\_

Other activities \_\_\_\_\_

**8. Please include all of the following documents. If they are not available, please explain why:**

A. Most recent annual report.

B. Most recent full year budget that is available.

C. IRS tax determination letter indicating that your organization is recognized as a public charity under Section 501(c) (3).

D. Please write below the exact name of the organization that should appear on the check.

E. Please indicate the address where the check should be sent.

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