



Monumental City Bar Foundation, Inc. Grant Application  
(Required to be completed by all applicants)

**ORGANIZATION'S INFORMATION**

Date of application: \_\_\_\_\_ (Note: Deadline for submission of completed Major grant proposals is 5:00pm (EST), **October 1, 2020** or as announced.)

\_\_\_\_\_  
Name of Organization Legal Name (if different)

\_\_\_\_\_  
Former names (if applicable)

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Phone Fax Website Address (if applicable)

\_\_\_\_\_  
Executive Officer's Name Title Phone Email Address

\_\_\_\_\_  
Contact person regarding this application Title Phone Email Address  
(if different from Executive Officer)

\_\_\_\_\_  
Address of contact person (if different from above) City State Zip

Total annual operating budget: \$ \_\_\_\_\_ for Fiscal Year Ending: \_\_\_\_\_

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

Project Dates: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**TAX INFORMATION**

Is your organization certified by the IRS as a 501(c)(3) nonprofit?  Yes  No

Employer Identification Number (EIN) \_\_\_\_\_  
(Please attach a copy of (1) your current IRS determination letter indicating tax-exempt 501(c)(3) status and (2) classification ("not a private foundation") status.)

If no, is your organization a public and/or governmental agency     Yes                     No

Is your organization certified by the IRS under another section of 501(c) (such as 501 (c) (6))?  
\_\_ Yes                    \_\_ No

If yes, please attach a copy of your current IRS determination letter for that status.

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Signature	Title	Date
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Please Print:

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Name	Title	Date
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DO NOT WRITE BELOW THIS LINE

DATE GRANT RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**GRANT PROPOSAL INFORMATION**

**Please provide the following information in this order.  
Do not exceed five pages (exclusive of attachments).**

1. Provide a concise description of the project for which funds are sought.
  
2. Why is the project needed? What are its expected outcomes?
  
3. Describe specifically how the Foundation funds will be used for the project?
  
4. What other sources of funding have been identified for this project?
  
5. Who is responsible for implementation of this project? Please briefly describe the qualifications of responsible parties.
  
6. Please provide a timeline for the project's implementation.
  
7. Is the applicant going to be seeking the Foundation's support on a continuing basis for this project in future years?

8. How will the project be evaluated? (Please Note: MCBF will expect a written evaluation of the project within 60 days of completion of the current year's project, including attendance, number of people reached and/or served and profit/loss, if applicable.)

9. Are there similar ongoing projects? If so, how successful have they been? Why would the proposed project not be duplicative of these ongoing projects?

10. What, if any, marketing or publicity activities are planned for the project?

11. Please provide any other information that helps describe the project and its relationship to your mission and goals.

**ADDITIONAL DOCUMENTS/INFORMATION WHICH MUST BE ATTACHED TO YOUR APPLICATION:**

- Copy of the letter from the IRS granting tax-exempt status and any subsequent IRS letters relating to the organization's status.
- Names, addresses and phone numbers of the current board of trustees/directors and the Board meeting schedule (i.e., monthly, quarterly or annually)
- Letter of support from the president of the Board of trustees/directors of your organization (or a copy of the Minutes of the Board meeting at which the grant application was approved).
- Financial information as follows:
  - Copy of operating budget for the current fiscal/calendar year.
  - Copy of the budget and actual revenue and expenses for the preceding fiscal/calendar year.

Applications, with all requested documents should be emailed to: [grant@monumentalcitybar.org](mailto:grant@monumentalcitybar.org). If you are unable to send the application electronically, please contact us at the above email address or contact Robyn Lyles at [robynlyles23@gmail.com](mailto:robynlyles23@gmail.com) to make mailing and/or other application delivery arrangements.