

# TCCF Quarterly Grant Application Schedule

## January 1 - March 31

Week of April 1st - 5th  
Week of April 12 - 17th  
Week of April 20 - 25th  
Week of April 25 - 30th

## Open Grant Applications-Postmarked Mar 31

Mail/Email grant application packets to committee members.  
Grant Committee Review Applications  
Grant Committee Review Applications  
Grant Committee meets - notify applicants. Write checks.

## April 1 - June 30

Week of July 1 - 5th  
Week of July 12 - 17th  
Week of July 20 - 25th  
Week of July 25 - 30th

## Open Grant Applications /Postmarked Jun 30

Mail/Email grant application packets to committee members.  
Grant Committee Review Applications  
Grant Committee Review Applications  
Grant Committee meets - notify applicants. Write checks.

## July 1 - September 30

Week of Oct 1 - 5th  
Week of Oct 12 - 17th  
Week of Oct 20 - 25th  
Week of 25 - 30th

## Open Grant Applications / Postmarked Sep 30

Mail/Email grant application packets to committee members.  
Grant Committee Review Applications  
Grant Committee Review Applications  
Grant Committee meets - notify applicants. Write checks.

## October 1 - December 31

Week of Jan 1 - 5th  
Week of Jan 12 - 17th  
Week of Jan 20 - 25th  
Week of Jan 25 - 31st

## Open Grant Applications /Postmarked Dec 31

Mail/Email grant application packets to committee members.  
Grant Committee Review Applications  
Grant Committee Review Applications  
Grant Committee meets - notify applicants. Write checks.

### **REQUIRED ELEMENTS:**

**\*\*Completed and Signed** Grant Application Cover Sheet.

**\*\*Your numbered response to the following five items:**

1. Describe your organization, its mission and current goals. Tell who is served and how it is funded. **If the organization holds an IRS 501(c)(3) Determination letter, please attach a copy. If not, describe affiliations you have with such groups, government agencies or schools.**
2. Describe the measurable goals and the project or function for which you are requesting funding.
3. Furnish a basic timeline for implementing the plan.
4. What will it cost to implement the plan? Present a detailed budget for the project, identifying other sources of funding, as well as the portion of the plan for which you are requesting assistance. If the project will continue beyond this grant period, how will it be funded?
5. Describe the impact your project will have on the community. Who and how many will benefit?
6. How do you plan to acknowledge the Foundation's support to your organization?

If equipment is to be purchased with the grant funds, please include at least three quotes on the equipment needed. Since we are community foundation, please make sure to include at least one quote from a local vendor (within Thomas County).

**PLEASE SEND AN ORIGINAL AND ONE COPY OF YOUR GRANT APPLICATION.**