



THE ROME COMMUNITY FOUNDATION
GRANT APPLICATION

PLEASE PRINT:

ORGANIZATION NAME: _____

ADDRESS: _____

CITY/STREET/ZIP: _____

PHONE: _____

ORGANIZATION E-MAIL: _____

CONTACT PERSON: _____

ADDRESS: (IF DIFFERENT FROM ORGANIZATION) _____

PHONE: (IF DIFFERENT FROM ORGANIZATION) _____

E-MAIL IF AVAILABLE: (IF DIFFERENT FROM ORGANIZATION) _____

ORGANIZATION'S TAX STATUS:

501C3 Government Agency

OTHER (describe) _____

AMOUNT OF REQUEST: \$ _____

DATE FUNDS ARE NEEDED _____ (month/year)

CHECKLIST - BE SURE TO ENCLOSE:

- A general statement of need for the grant and how funding will be used. This narrative should detail what benefit the project will have for the Rome Area. Generally, projects that do not benefit the Rome area or its citizens are not funded. In addition, in most cases, expenditures for traditional operating expenses are not eligible.
- A copy of tax exempt letter from the Internal Revenue Service (IRS) and tax ID#
- A copy of Certificate of Incorporation
- The organization's by-laws
- Names and addresses of current officers and directors
- The latest Financial Statement for your organization (does not have to be audited).
- A list of all requests made to other sources for funding for the project, including the dollar amount requested from each. (Your submittal authorizes the Foundation to coordinate with other funding sources).

NOTE: Unless there is an emergency, grants from the Foundation are considered on a quarterly basis with the deadline for grant requests for each calendar quarter being on or about February 1st, May 1st, August 1st, and November 1st for each respective quarter. This permits the Foundation Grant committee to review and analyze all requests. Roberta Cavano is the current Chair of the Grants Committee and either she or a member of the committee may contact you concerning the request and any questions the committee might have. Emergency requests may be considered in advance of the deadline, but because of the limited funds available, the Foundation Directors prefer to review all requests at the same time each quarter. Grant requests in excess of \$5,000 are generally considered annually and should be submitted on or prior to November 1st of each year.

PLEASE RETURN COMPLETE APPLICATION PACKET TO:

The Rome Community Foundation, P.O. Box 609, Rome, NY 13442-0609