



The Village Club Foundation  
 190 East Long Lake Road  
 Bloomfield Hills, Michigan 48304-2325  
 www.thevillageclub.org/foundation

**Grant Application Form  
 2018-2019**

Legal name of organization (per IRS determination letter and on IRS form 990) \_\_\_\_\_ EIN # \_\_\_\_\_ Year organization founded \_\_\_\_\_

Address: \_\_\_\_\_  
 (principal/administrative office)

Organization website: \_\_\_\_\_ Phone #: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Email address: \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_ Wayne \_\_\_\_\_ Oakland \_\_\_\_\_ Macomb \_\_\_\_\_ Other: \_\_\_\_\_

# of paid staff members: Full time \_\_\_\_\_ Part Time \_\_\_\_\_ Total # of paid staff hours \_\_\_\_\_

# of volunteer **HOURS** used in the most recent fiscal year: \_\_\_\_\_

Organizational Fiscal Year: \_\_\_\_\_ Current Agency Operating Budget: \$ \_\_\_\_\_  
 ie April 1-March 31

Does the organization have an endowment fund? Yes \_\_\_\_\_ No \_\_\_\_\_ Current value of that fund? \$ \_\_\_\_\_

List any projects that have received support from the Village Club Foundation (VCF) in the past 5 years:

Year	Project name	Amount of grant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a grant was received from the TVCF in 2015-2016 or in 2016-2017, please briefly describe how the funds were used:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2018 Project Name: \_\_\_\_\_ # of people to be served by the project: \_\_\_\_\_

Briefly describe the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of the project: \_\_\_\_\_ Is this a new or ongoing project? \_\_\_\_\_  
\*should start after May 1, 2018

If ongoing, where has funding come from in the past? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If ongoing, what measurable results have been achieved? If this is a new program, what measurable results do you hope to achieve? (ie how many meals have been/will be served, how many schoolchildren received clothing, how many students have been tutored?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If additional funds are needed, how will they be raised? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the project move forward or continue without a VCF grant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other programs in the tri-county area run similar programs? Explain how your program differs, and what efforts will be made to work cooperatively. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total project budget\*\*: \$ \_\_\_\_\_ Grant amount requested: \$ \_\_\_\_\_

**PROGRAM/PROJECT BUDGET WORKSHEET**

<b>Expenses:</b>	Total Amount for Project	Total Amount Requested from TVCF
Salaries/benefits	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing/Copying	\$ _____	\$ _____
Telephone/ Fax	\$ _____	\$ _____
Postage/ Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Total Expenses</b>	\$ _____	\$ _____
	Total project expenses	Total amount requested TVCF

<b>Revenue:</b>	<b><u>Committed</u></b>	<b><u>Pending</u></b>
Grants/Contracts/Contributions		
Govt funding	\$ _____	\$ _____
Foundations*	\$ _____	\$ _____
Corporations*	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other	\$ _____	\$ _____
Earned Income	\$ _____	\$ _____
Membership Income	\$ _____	\$ _____
In-Kind Support	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Total Revenue</b>	\$ _____	\$ _____

Please attach a sheet (Attachment 8) listing additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending

**Complete applications must include two (2) copies of each of the following in this order:**

- The Village Club Foundation Grant Application Form
- Attachment 1: Copy of the IRS determination letter granting 501(c)3 status (\*Note: must have had this status for 3+years)
- Attachment 2: Board of Directors with affiliations
- Attachment 3: Organizational chart
- Attachment 4: Most recent annual IRS 990 (Financial statements (independently audited) will ONLY be accepted if your organization does not file a 990)
- Attachment 5: A one page or less, one sided summary of the organizations mission, goals, history
- Attachment 6 (if necessary): Additional detail of program/ project budget listing specifications.
- Attachment 7: List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending

**Please DO NOT send other promotional materials, folders, business cards, etc. You can give those to our review team representatives when they come out to meet with your agency. Thank you.**

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**Signatures:**

We hereby certify that information submitted in the grant application is a true and correct statement of facts. We, as designated representatives of the Organization, further certify that this organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued. The filing of this application is made by the undersigned individuals, officially authorized to represent the applicant organization by its governing board.

If there are any changes that need to be made to the grant application after submittal or if the organization ceases operations or becomes a subsidiary of another organization, we understand that we have the responsibility of notifying The Village Club Foundation Grants Committee Chairperson.

**If awarded a grant, the check should be made payable to:** \_\_\_\_\_

\_\_\_\_\_  
Full name of Chairperson, Board of Directors

\_\_\_\_\_  
Signature, Chairperson, Board of Directors / Date

\_\_\_\_\_  
Full name of Executive Director (print or type)

\_\_\_\_\_  
Signature, Executive Director / Date

\_\_\_\_\_  
Full name of person completing this application / Title

\_\_\_\_\_  
Signature of person completing this application / Date

Applications are accepted between June 1 and August 1. The completed application and supporting documents must be postmarked by Tuesday August 1, 2018. There are no exceptions. Please remember, if you choose to hand deliver the application to the Village Club, the club is closed on Mondays. If your application is incomplete, it will not be considered for review, and you will be notified by letter, in September 2018.

**Please mail applications and supporting documents to:**  
The Village Club Foundation Grants Committee  
190 East Long Lake Road  
Bloomfield Hills, MI 48304-2325