



**Grant**

Organization Name: \_\_\_\_\_

Grant Project / Program Title: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*Use no more than 500 words per section\***

**\*Please limit the grant details to the allotted space for each response\***

**Applications that do not meet the requested guidelines, will not be accepted**

**Section 1 - Organization Profile:**

1. What is the organization's Mission Statement? How does the Mission Statement relate to the project?

2. How does the organization benefit the Placentia Community?



3. When was the organization formed.

**Section 2 – Project/Objectives Description**

4. Describe the intended project/program. Who will benefit from the project/program?  
How many people will the project/program serve?



**5. Why is there a need for this project/program? Provide specific objectives.**

**Section 3 – Project/Program Timeline**

**6. What is the timeline of this project/program? Provide a start date, event date(s), and end date. Provide specific activities.**



- 7. How will the Placentia Community Foundation be recognized if awarded a grant? Will you have a sponsor banner, a press release, or a news article?**

**Project/Program Budget – Section 4**

- 8. Use the provided project budget template. Attach your complete budget for the project/program in this section.**

**See the “Grant Tips for Success” for additional assistance**



## Placentia Community Foundation

“Preserving, Protecting, and Enhancing the quality of life for the residents of Placentia”

### Grant Proposal Tips for Success

The following information is intended to assist you in the preparation of your grant application by outlining what information should be included in your grant submission. Please review this information carefully and follow all instructions provided.

#### **Organization Profile Summary – Section 1**

- Be brief, clear and specific
- Identify the Grant applicant/organization and its formation
- State the Organization’s ability to succeed with this project, i.e. previous successful projects, objectives, fundraising, staff

#### **Project Description/Objective – Section 2**

- Is brief and specific
- Describe the project/program
- Purpose and goals related to project
- Describe population/group who will benefit
- Define objectives as measurable outcomes

#### **Project Timeline – Section 3**

- Provide “Step-by-step” sequence of activities, how they will be accomplished-staffing, funding, other resource
- Describe specific project activities
- Present a scope of program activities that can be conducted within a reasonable time frame with resource you have or will be available to your Organization

#### **Budget – Section 4**

- Follow project proposal and projected timeline
- Is detailed in all aspects
- Is sufficient to provide for project activities
- Contains only items requested in the proposed project
- Includes all items provided by other resources
- Includes all matching funds (cash, in-kind)
- Details all non-personnel costs

Please limit your grant details to a maximum of 7 pages