

Submission Checklist

All applicants must fully complete the Grant Proposal Cover Sheet.

One electronic copy of the grant proposal should be emailed by the organization's administrator or an officer as well as by the Governing Officer (e.g., Chair of the Board) on behalf of the governing board.

The proposal narrative should be limited to no more than three pages. It should include:

- A clear description of the project or program,
- The relationship of the project to the organization's mission,
- A total budget for the organization and a project budget,
- Qualifications of the project personnel,
- Information as to how the program will be supported in the future.

Each submission should include:

- NCCF Grant Proposal Cover Sheet
- Brief description of the organization's history, objectives, and current programs.
- Geographical area and demographic group(s) the organization serves.
- Evidence of 501(c)(3) operating status (IRS Tax Determination letter).
- A current financial statement including the annual budget and operating expenses.
- A list of names and addresses of the board of directors and top staff.
- A financial report on the previous year's grant, if applicable.

A Letter of Agreement (LOA) from each group, organization or agency whose support, cooperation or approval is required for successful implementation of the project. For a new project that involves Nelson County Public Schools, the organization should contact the Superintendent.

Letters of endorsement are welcomed and must be submitted along with all other application materials.