



## Grant Application Form

Application #: \_\_\_\_\_ (For internal use only)

Applying for: \_\_\_\_\_ Community Grant      \_\_\_\_\_ Arts Endowment Grant

### Applicant Information:

Applicant's Name:

Address:

Phone:

Email:

Organizational Affiliation:

Program Title/Subject Area:

Proposed Program Location:

Date of Application:

By signing below, the applicant hereby (a) agrees to secure all required approvals from the town or Board of Education which relate to the completion of the program; (b) agrees to submit a post-project evaluation, including at least one photograph and any necessary photographic waivers, to the Granby Education Foundation; (c) grants the Granby Education Foundation the right to use this application and the results of this project, if funded, for public information and to help other foundations; (d) agrees to acknowledge the Granby Education Foundation by name in any publications pertaining to a funded grant; and (e) understands that the Granby Education Foundation is solely a funding conduit and takes no liability or other responsibility for the program or its execution.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Administrator's Signature

*Please complete all the referenced information in order to facilitate the evaluation of the proposal. You may include supporting materials with your submission.*

**Program Information:**

1. Overview: Briefly describe your program.
2. Objectives: State specifically what your program will accomplish.
3. Plan of Action: Describe the program as it will progress.
4. Timeline: Provide a timeline for the program.

5. Audience: Note the size and demographics of your target audience/participants?

6. Rationale: Why do you think there is a specific need for this program?

7. Given the stated criteria, explain why you think your program should be selected for funding.

8. Evaluation: Describe your plans for evaluating the program. *(Evaluation methods can be as simple as facilitator observation of participant attitude and enjoyment, to more objective results or a measurement of skills attained as a result of the program, surveys of attendees' perceptions of the program or a specific performance or exhibit.)*

**Funding Information:**

9. Amount of Grant Request:

10. Total Estimated Cost of Project:

11. Budget: On a separate page, please provide a budget or other itemized details of the cost of the project and all the sources which you intend to use to meet these costs. Please indicate whether you plan to charge participants to attend this program, and whether participants must supply tools or materials to participate.

12. Are other funds available to pay for this project? *(If other funds are available in addition to this grant, please describe what efforts you have made to obtain such funds.)*

Submit applications via email to: [grants@granbyeducationfoundation.org](mailto:grants@granbyeducationfoundation.org)

Or mail to: Granby Education Foundation, P.O.Box 351, Granby, CT 06035

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