

Swan Valley Community Foundation Community Support Small Grant Program

Application Information and Instructions

1. Overview: The Swan Valley Community Foundation (SVCF) Community Support Fund is a small grant program administered by SCVF. Its purpose is supporting eligible Swan Valley non-profit organizations and their efforts that benefit the Swan Valley Community.
2. Eligible Applicants: IRS designated charitable organizations, governmental agencies, and educational institutions. If an applicant is not a designated charitable organization, government agency, or educational institution, it must be sponsored, in writing, by an eligible organization. The applicant must be located in and/or provide services that directly benefit the community of Condon and the Swan Valley.
3. Maximum Grant Project Amount: \$3500.00; Financial participation in the project by the applicant is encouraged but not required.
4. Targeted Use of Funds: Sustainable educational projects and efforts, collaborative projects with other non-profit organizations, community development projects that strengthen financial and economic stability, projects that encourage stewardship of natural resources, and projects that support basic human needs.
5. Review Process and Criteria: Applications will be reviewed by a selection committee of the SVCF Board of Directors, with final approval being provided by the full Board of Directors. The Board will utilize both objective and subjective criteria which includes evaluation of project viability, design, and content; number of jobs created or sustained; recipient organizational capacity to implement the project and financially support the effort; the level and type of community engagement and extent of partnership collaboration in the project.
6. Fill in all requested information on the application and budget form.
7. The one to two page project narrative should include:
 - A description of the proposed project, including a statement of the goals and objectives.
 - A description of the tasks to be performed to accomplish project goals, the community needs to be addressed and the specific results to be accomplished by the proposed project.
 - A description of how the success of the project will be measured.
 - Identify key individuals and organizations involved in the project and their primary responsibilities.
 - A paragraph summarizing the project budget in terms of projected sources and uses of project funds. Complete the budget form showing tasks and outcomes to be covered by the SVCF request.
8. Additional required attachments:
 - A copy of the most recent IRS charitable certification. If the applicant does not have such a certification, or is not an educational institution, or is not a governmental agency, a letter from a qualified sponsoring organization should be attached that states the willingness of the sponsoring organization to receive the grant funds on behalf of the applicant and administer the project through their organization.
 - A paragraph outlining your organizations mission statement, if it is not included in the narrative, and a list of board of directors with names, addresses and phone numbers.
9. Mail the original application and 3 copies of the entire grant application to the Swan Valley Community Foundation, P.O. Box 961, Condon, MT 59826, postmarked on or before the posted deadline. Complete applications are required for support fund program consideration.

**Swan Valley Community Foundation Community Support Small Grant Program
Small Grant Program Budget Information**

Applicant/Project Name: _____

Grant Project Period: _____

Grant Purpose:

Personnel:----- \$ _____

Travel:----- \$ _____

Equipment: ----- \$ _____

Supplies:----- \$ _____

Contractual: ----- \$ _____

Other: ----- \$ _____

TOTAL Grant Funds ----- \$

Applicant Funds Provided ----- \$ _____