

Swan Valley Community Foundation Small Grant Program Spring 2023 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 affiliated groups in their efforts that benefit the Swan Valley Community. Multiple grants will be awarded.
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 may be sponsored, in writing, by an eligible non-profit organization. The applicant must be located in and/or provide services directly benefiting the community of Condon and the Swan Valley. SVCF does not fund grants for political or advocacy purposes.
3. Maximum Individual Grant Amount: \$1500.00; Financial participation/matching funds in the project by the applicant is encouraged but not required.
4. Targeted Use of Funds: Community service or development projects that address one or more of the following: strengthening community connections, welcoming residents to rural living, celebrating the rich history, traditions, and rural culture of the Swan Valley and enhancing its ecological, financial, and economic stability.
5. Review Process and Criteria: The SVCF Board of directors will review all applications. The Board will utilize both objective and subjective criteria evaluating of project viability, design, and content; impact on quality of life in the community; recipient organizational capacity to implement and financially support the project; 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 (at most two) page project narrative should include:
 - Completed budget form showing projected sources and use of funds.
 - A description of the proposed project, including a statement of the goals and objectives.
 - A description of community needs the project addresses and who will benefit
 - A description of project tasks, timeline and expected outcomes.
 - A description of how the success of the project will be measured.
 - Key individuals and organizations involved in the project and their primary responsibilities.
8. Additional required attachments:
 - A copy of the organization's most recent IRS charitable certification. If the applicant does not have non-profit status, an organization with IRS charitable certification willing to receive the grant funds and administer the project on behalf of the applicant is acceptable. The sponsoring organization must submit a letter stating this, along with a copy of their most recent IRS charitable certification.
 - A paragraph outlining your organization's primary mission/purpose 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 five copies of the entire grant application to the Swan Valley Community Foundation, Attention: Treasurer, P.O. Box 961, Condon, MT 59826, postmarked on or before **June 12, 2023**. Complete applications are required for grant consideration.
10. Applications can be downloaded from <https://www.swanvalleyfoundation.org/grant-applications/> or contact Ralph King, Treasurer Swan Valley Community Foundation.

**Swan Valley Community Foundation Spring 2023
Small Grant Program Application**

APPLICANT ORGANIZATION INFORMATION:

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Website Address: _____

PRIMARY CONTACT/AUTHORIZING INDIVIDUAL:

Name: _____ Title: _____

Phone: _____ Email: _____

PLEASE CHECK ONE OF THE FOLLOWING:

- IRS designated charitable organization (please specify) _____
- Governmental agency (please specify) _____
- Educational institution (please specify) _____
- Sponsoring Organization (please specify) _____

AMOUNT REQUESTED: _____ TOTAL PROJECT COST: _____

Will these dollars be used to leverage or match additional funding? Yes _____ No _____

If yes, indicate how many additional applicant dollars may be available and identify the potential source of the funds.

Summarize the projected budget with sources of income and expenses and the portion of the budget covered by the SVCF request by completing the budget form below.

Date Submitted: _____ Expected Completion Date: _____

Grant Purpose:

Personnel: -----	\$ _____
Travel: -----	\$ _____
Equipment: -----	\$ _____
Supplies: -----	\$ _____
Contractual: -----	\$ _____
Other: -----	\$ _____
TOTAL SVCF Funds Requested -----	\$ <u>_____</u>
Applicant Funds Provided by other sources -----	\$ _____
Applicant Funds Provided by other sources -----	\$ _____
TOTAL Project Budget -----	\$ <u>_____</u>

Applicant/Project Name: _____

PROJECT NARRATIVE:

Provide a one (no more than two) page project narrative that includes:

1.A short description of the proposed program or project, including goals and objectives.

2.Describe the community needs the project addresses, how it will benefit the Swan Valley Community and estimate how many people it will affect.

3.Describe the project plan, timeline, and expected results.

4.Describe how the project success will be measured.

5.Identify key individuals and organizations and their primary responsibilities.

Applicant/Project Name: _____

Attach IRS Certificates, Sponsorship letters and other supplemental materials here.