



How to Apply for a Grant

Community Foundation of the Northern Alleghenies

Elk County Community Foundation Affiliate

McKean County Community Foundation Affiliate

Before you start!

1. Please, make sure that your organization is eligible to apply.
 - Is your organization tax-exempt under Section 501(c)(3)?
 - Municipalities, schools, or faith-based organizations
 - If your organization does not meet this requirement, you in ineligible to apply for a grant through the Community Foundation.
2. Also, contact our main office to briefly discuss the project that you would like the granting dollars to assist with at 814-834-2125.

Not sure? Feel free to reach out to us at anytime to discuss your questions or concerns before, during, or after the granting process.



Grant Application

1. The application for the grant you are applying for can be found as a fillable PDF document on our website.
 - i. www.elkcountyfoundation.org/grants/grants/
 - ii. www.mckeancountyfoundation.org/opern-grants/
2. You can then download the appropriate grant application and fill out your information.
3. After you have completed your application, please email a PDF copy **AND** mail a hard copy to our main office.

Email Addresses:

eccf@elkcountyfoundation.org

mccf@mckeancountyfoundation.org

Mailing Address:

Elk or McKean County Community Foundation

32 So. St. Marys St, Suite 4

P.O. Box 934

St. Marys, PA 15857



32 South Saint Marys Street, Suite 4 • P.O. Box 934

Saint Marys, PA 15857

814.834.2125 • Fax 814.834.2126

eccf@elkcountyfoundation.org • www.elkcountyfoundation.org

This grant application form is available on our website as an online fillable PDF form. Please complete and submit it via email along with the requested support items as outlined in *Instructions for Submitting a Grant Application*. In addition, a hard copy of the signed application form, along with any support materials that have not been emailed, must be mailed or delivered to our office. Grants will not be considered until all material has been received. For questions or clarification, please contact our office.

Application Date Legal Name of Organization Date of Incorporation

Is your organization tax-exempt under Section 501 (c) (3) of the Internal Revenue Code? Y N

Last Name First Name MI

Mailing Address

City State Zip Code

Phone Fax E-mail

Grant Area of Interest:

- The Arts Other (please explain)
- Economic Development
- Education
- The Environment
- Health and Social Services

Project Duration:

Total Cost of Project:

Amount requested from the Foundation:

Application is considered incomplete and will not be considered if amount requested is left blank.

Grant Abstract

1. For the abstract, please keep these responses brief and provide a short summary for each question.
*The fillable boxes on the application only allow a set number of characters.
2. You can expand more on these questions in your Grant Proposal Narrative.
3. Please double-check the section **“Please include the attachments”** on this page of the grant application. It contains a list of all the documents that must be submitted along with your application.

*Make sure you have the correct signatures on the grant application for submission.

Grant Application Form 2

Grant Abstract – provide the following information briefly on this page. Additional explanation and information should be included in Grant Proposal Narrative outline found on page four of this application form.

Brief Project Description

Who and how many will benefit?

What are your other sources of funding for this project?

Why is this project valuable/necessary?

How will it be funded in the future?

How will you evaluate the success of this project?

Submit via email the online fillable PDF form, without signature, along with your narrative. Also, mail or deliver to our office a hard copy of the signed application, along with any other support materials that cannot be emailed.

Please include the attachments:

- ◆ One copy of the Grant Application Form and abstract/narrative as describe on page four of the application.
- ◆ One copy of the current IRS determination
- ◆ One copy of the proposed program/project budget
- ◆ One copy of operating budget for the current and next fiscal year, including income statement and balance sheet. Need to send only a summary if possible.
- ◆ One copy of the most recent year-end financial statements (audited if available) if applying for over \$5000
- ◆ Name and addresses of your Board of Directors and administrative staff

The Undersigned hereby certify that all information contained in and submitted with this proposal is correct and that this proposal is submitted with the approval of the Board of Directors. This Organization will execute the Grant Agreement if a grant is awarded to us.

Signature of Board Chairperson Date

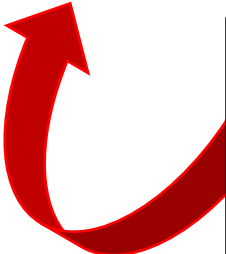
Signature of Agency CEO Date

“

Submit via email the online fillable PDF form, without signature, along with your narrative. Also, mail or deliver to our office a hard copy of the signed application, along with any other support materials that cannot be emailed.

Please include the attachments:

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- ◆ One copy of the most recent year-end financial statements (audited if available) if applying for over \$5000
- ◆ Name and addresses of your Board of Directors and administrative staff



Again, please double-check this list before you send us your final grant application. If you are unsure or have a question, please contact us.

Project Budget

1. Please include the budget that will be necessary for the project you are proposing. Provide a brief description in the fillable textbox. More detail can be included in your narrative.
2. Only use dollar figures in the “Amount” columns.
*The project budget should include all sources of income, as well as in-kind gifts/services.

Project Budget – provide the following information on this page, you can add more detail to the narrative requirements found on page three of this application form if needed. List all income for this project including in-kind gifts

Source	Amount
Total	

Expenses	Amount
Total	

Submission

1. The last page of the grant application contains instructions for submitting the final grant form and what information needs to be included in your Grant Proposal Narrative.
2. Please, make sure you submit all the items from the list found on Slide 5.
3. After you have completed your application, please email a PDF copy **AND** mail a hard copy to our main office.

Email Addresses:

eccf@elkcountyfoundation.org

mccf@mckeancountyfoundation.org

Mailing Address:

Elk or McKean County Community Foundation

32 So. St. Marys St, Suite 4

P.O. Box 934

St. Marys, PA 15857



McKean County Community Foundation

P.O. Box 708, Bradford, PA 16701

Phone 844-238-2289 • Fax 814.834.2126

mccf@mckeancountyfoundation.org

INSTRUCTIONS FOR SUBMITTING A GRANT APPLICATION

- A. Submit via email the completed original on-line fillable PDF form, without signature, along with your narrative. Also, mail a hard copy of the signed application, along with a copy of the narrative and any other support materials that cannot be emailed.**
- B. Grant Proposal Narrative should include the following information. Please provide your information in this order, using the outline.**
 - 1. Organization Information:**
 - a. Brief summary of organization's history, mission and goals.
 - b. Description of current programs and past accomplishments.
 - c. Target population that this project/program will benefit and number of people served by this project.
 - 2. Purpose of this Grant:**
 - a. Describe the program/project, the need(s) it will address.
 - b. What are the measurable and expected outcomes?
 - c. Is it a new or ongoing program/project of the organization?
 - d. List the program/project goals, objectives.
 - e. Describe how your agency was affected by the pandemic and how does this request impact the residents of McKean County in the recovery from the pandemic.
 - f. Do other organizations provide services similar to your program? If so, why is it important that your agency also provides this service?
 - 3. Budget Information (Please use page 3 of the application for section "a" and "b")**
 - a. State the exact dollar amount of program/project budget being requested for this grant and the expected expenses including in-kind gifts.
 - b. List all sources of funding for the program/project. Has the agency committed any dollars to the project?
 - c. Indicate the amounts requested and the status of your proposal with each funding source if applicable.
 - d. If you get partial funding how would you adjust your project?
 - e. What are the long-term strategies for funding the program/project beyond the grant period?
 - f. If this is a collaborative proposal, how will this agency work with other organizations involved?
 - 4. Personnel and Follow-up**
 - a. Indicate names and contact information for individuals responsible for this project.
 - b. What are the qualifications and expertise of the individuals responsible for the implementation of this program/project?
 - c. Are there any special circumstances that MCCF should be aware of regarding your organization or the program/project?

Support Materials-please include the attachments:

- One copy of the Grant Application Form and abstract/narrative as
- One copy of the current IRS determination
- One copy of the proposed program/project budget (page 3 of the application)
- One copy of operating budget for the current and next fiscal year, including income statement and balance sheet.
- Name and addresses of your Board of Directors and administrative staff

Updated 12/01/23

Contact

If you have any questions or are unsure of something, please contact us for help!

Elk County Community Foundation

32 So. St. Marys Street
P.O. Box 934
St. Marys, PA 15857

Phone: 814.834.2125
Email: eccf@elkcountyfoundtion.org
Website: www.elkcountyfoundation.org

*Our main office

McKean County Community Foundation

P.O. Box 708
Bradford, PA 16701

Phone: 844.238.2289
Email: mccf@mckeancountyfoundtion.org
Website: www.mckeancountyfoundation.org



Thank you!

On behalf of both Elk and McKean County Community Foundations, we would like to thank you for choosing our non-profit organization for your granting needs. It is essential to invest in our communities and continue to fund projects that benefit those in our areas.

Community Foundation of the Northern Alleghenies

Elk County Community Foundation Affiliate

McKean County Community Foundation Affiliate