



The J.C. Coleman Foundation, Inc.

Grant Application

Grant applications can be submitted throughout the year and are reviewed by the Selection Committee upon receipt and by the Board Members every quarter. Due to restricted resources, grants and donations will be awarded solely as the Committees determine appropriate. Applicants will be informed of the Committees' decision by letter. Any information requested in this application will be held in strict confidence by the J.C. Coleman Foundation.

Section I: Contact Information

Organization's Name: _____

Address: _____

Phone: _____

Website: _____

E-mail address: _____

Executive Director: _____

Contact person: _____

Grant writer: _____

Year organization was established: _____

Section II: The Proposal

1. Please state your organization's mission and brief history.

2. Describe the program or project for which funds are being requested:

3. What need(s) does your program/project address?

4. a. What are the goals of your program?

b. What are the objectives of your program?

5. a. How do you plan to achieve your goals?

b. How do you plan to achieve your objectives?

6. a. How will you evaluate your goals?

b. How will you evaluate your objectives?

7. Describe the target audience for your proposed project, including eligibility requirements:

8. Describe your desired outcomes:

9. Has this project been done before? If yes, was it a success?

10. What is your program's timeline?

11. a. How will your program make a difference in the lives of its participants?

b. How will your program make a difference in the community?

12. *The J.C. Coleman Foundation funds programs that demonstrate innovation and effectiveness. If your organization is selected, quarterly reports will be expected through the funding period. (A blank copy of this report can be downloaded from our website, www.jccolemanfoundation.org.)*

Proposed funding period: from: _____ to: _____

Grant amount requested: \$ _____

Total program/project budget: \$ _____

Total organizational budget: \$ _____

13. List of funding resources other than the J.C. Coleman Foundation: (include amount of funding)

14. Will this program/project occur if funding from our Foundation is not received?

Yes: ____ No: ____

Please explain:

Section III: Attachments

Please include the following items with your grant application. You may be asked for additional information as requested by the Committees during the process.

- a. List of key staff: _____
- b. List of Board Members: _____
- c. Copy of current 501(c)(3) non-profit, tax exempt Internal Revenue Service determination letter
- d. Copy of your latest 990 form
- e. Organization’s operational budget (previous year and current budget)
- f. Itemized expense budget for program or project to be funded, including all other sources of income. (If program existed last year, include last year’s program budget with sources of income.)
- g. Budget for the funding amount requested
- h. Most recent audited financial statement

Official Signature

Date

The above-signed has verified the information and represents that s/he has the authority to both approve and submit this application. If the J.C. Coleman Foundation discovers that any part of a selected grant is not being used to further the purposes of the grant, the Selection Committee and the Board of Directors will take all reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the grant.

Please send completed information to:

**J.C. Coleman Foundation, Inc.
P.O. BOX 16268
Savannah, Ga 31416**