



## CHARITABLE FUND APPLICATION & GUIDELINES

### Guidelines

These guidelines may be revised at any time depending on the needs of the Amherst Garden Club and the level of funding available. Exceptions to these guidelines may be made if approved by the Charitable Fund Committee and the club's Board of Directors.

- The maximum amount of a grant is typically \$2,000.
- Organizations awarded a grant in a given fiscal year (the club's fiscal year is June 30–July 1) are encouraged not to seek another grant until the following fiscal year.
- Individuals are not usually eligible for grants.
- Grant recipients are required to fill out the Charitable Fund Follow Up Form within 6 months of being awarded funds.
- Funds not used within two years of the date awarded must be returned to the Amherst Garden Club.
- Nonprofit organizations, including the Amherst Garden Club, are given preference for grants, but the committee may also consider proposals from for-profit organizations.

### How Decisions Are Made

Each grant request is carefully considered in deciding whether or not to award funding. When an application is received, all members of the Charitable Fund Committee receive a copy for review. The committee then meets in person (or by phone or email if necessary to avoid delay) as soon as possible to consider the grant request. Applications are reviewed for:

- Completeness — Is all the information requested submitted? Is the application well done?
- Alignment with our mission — Is the project consistent with the Amherst Garden Club's mission?
- Viability of the organization requesting funds — Is this a reputable and successful organization in the community?
- Viability of other sources of funding for the project, if applicable — Are other sources of funding available to applicant? How much money has already been raised?
- Potential for success and completion — Does the committee feel that the organization will complete the proposed project and that it will have continued support in the community?
- Level of need — Does the project fulfill an unmet need rather than duplicate the efforts of other organizations?

### Review Schedule

Applications can be submitted at any time during the year. The Charitable Fund Committee meets as needed to evaluate new grant requests and make a recommendation. Applicants are notified by mail or email as soon as a decision is made. The process normally takes 6 to 8 weeks but may take longer depending on the time of year.



## CHARITABLE FUND APPLICATION

Please review the **guidelines** on the previous page before completing this form. All applications and supporting documents must be submitted by email. You can download a copy of this document to your computer and type in the fields.

Date of Application: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Title of Grant Request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name and Title of Contact Person/Grant Writer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization's Executive Director/CEO: \_\_\_\_\_

Is the Executive Director aware of and in support of this grant request? \_\_\_\_\_

Please answer the following questions. If you need additional space, continue your responses on the last page in the box marked "Additional Space."

- 1. Write a brief summary of your grant proposal. What is the nature and scope of your project and why are you requesting funds? Please tell us about your organization and its mission as well.**



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2. Explain how your project is consistent with the mission of the Amherst Garden Club (see Application Guidelines).

3. What is the community need for the project? Which communities will the project serve, and how many people and in what age groups will it benefit?

4. How will the grant impact your organization?



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5. What is the amount of your request?

6. What is the total budget for the project? Are there any other sources of funding? Has any money already been raised? Please submit a budget for your project as a separate attachment.

7. How long has your organization been in existence?



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### 8. Additional Space (if needed):

Please email your completed application along with the following supporting documents, if applicable, to [info@amherstgardenclub.org](mailto:info@amherstgardenclub.org):

- List of your organization's current board of directors
- Copy of your organization's IRS tax exemption letter, if applicable
- Budget for your project
- Copy of your year-end organizational budget
- Any additional information that may help us understand your proposal better

*Thank you for your application!*