

APPLICATION FOR GRANT

From Foundation For
Mentally Retarded & Handicapped Children
Chesapeake District – Civitan International, Incorporated

Date: _____.

Name of club requesting grant: _____.

Amount requested: _____ When needed: _____.

Organization to receive funds: _____.

Address: _____.

For further information, if required, contact: _____.

Signature of club president or secretary: _____.

ATTACH THE FOLLOWING DOCUMENTS

1. Most recent copy of IRS 501-C3, Determination Letter or equivalent.
2. Detailed statement of propose of proposed grant.
3. Degree of involvement by Civitans, including financial support.
4. Total amount required for proposed project and source of other funds.
5. Copy of latest audit or current official financial statements.
6. Any other information which will aid the Foundation in making a decision on this request, including endorsement(s) from other Civitan Clubs.
7. Statement of previous grant request(s) (over past 5 years) by your club and amounts granted.
8. If more than one club is involved in grant request, all club presidents must sign grant application.
9. We must receive information from the organization receiving a grant as to what monies were used for and pictures when possible.

Five (5) copies of this application and all attachments must be received by the Foundation's President no later than 45 days in advance of the next Foundation meeting, in order to be considered at that meeting.

3/2009