

**Foundation for
Mentally Retarded & Handicapped Children
Chesapeake District – Civitan International, Incorporated**

APPLICATION FOR GRANT

Please complete the required information below. Then print, sign, and attach this Application for Grant form as the first page of your Grant Application Packet.

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: _____

Printed name: _____ Title: _____

ATTACH THE FOLLOWING DOCUMENTS

1. Most recent copy of IRS 501-C3, Determination Letter or equivalent. *
2. Detailed statement of purpose 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.

The organization receiving the grant must provide to the Foundation in a written statement, or an oral presentation at a future Foundation meeting (with pictures, if possible), proof of compliance with #2 "Purpose" requirements.

Five (5) copies of this Application for Grant form 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.**

* **This is the only attachment required for New Member Incentive Grants.**

** **New Member Grants only require one copy of application and 501-C3 Determination Letter.**