TCCF Quarterly Grant Application Schedule

**January 1 - March 31**
- Open Grant Applications-Postmarked Mar 31
  - Mail/Email grant application packets to committee members.
- Week of April 1st - 5th
  - Grant Committee Review Applications
- Week of April 12 - 17th
  - Grant Committee Review Applications
- Week of April 20 -25th
  - Grant Committee Review Applications
- Week of April 25 - 30th
  - Grant Committee meets - notify applicants. Write checks.

**April 1 - June 30**
- Open Grant Applications /Postmarked Jun 30
  - Mail/Email grant application packets to committee members.
- Week of July 1 - 5th
  - Grant Committee Review Applications
- Week of July 12 - 17th
  - Grant Committee Review Applications
- Week of July 20 - 25th
  - Grant Committee Review Applications
- Week of July 25 - 30th
  - Grant Committee meets - notify applicants. Write checks.

**July 1 - September 30**
- Open Grant Applications / Postmarked Sep 30
  - Mail/Email grant application packets to committee members.
- Week of Oct 1 - 5th
  - Grant Committee Review Applications
- Week of Oct 12 - 17th
  - Grant Committee Review Applications
- Week of Oct 20 - 25th
  - Grant Committee Review Applications
- Week of 25 - 30th
  - Grant Committee meets - notify applicants. Write checks.

**October 1 - December 31**
- Open Grant Applications /Postmarked Dec 31
  - Mail/Email grant application packets to committee members.
- Week of Jan 1 - 5th
  - Grant Committee Review Applications
- Week of Jan 12 - 17th
  - Grant Committee Review Applications
- Week of Jan 20 - 25th
  - Grant Committee Review Applications
- Week of Jan 25 - 31st
  - Grant Committee meets - notify applicants. Write checks.

**REQUIRED ELEMENTS:**

**Completed and Signed** Grant Application Cover Sheet.

**Your numbered response to the following five items:**

1. Describe your organization, its mission and current goals. Tell who is served and how it is funded. **If the organization holds an IRS 501(c)(3) Determination letter, please attach a copy. If not, describe affiliations you have with such groups, government agencies or schools.**

2. Describe the measurable goals and the project or function for which you are requesting funding.

3. Furnish a basic timeline for implementing the plan.

4. What will it cost to implement the plan? Present a detailed budget for the project, identifying other sources of funding, as well as the portion of the plan for which you are requesting assistance. **If the project will continue beyond this grant period, how will it be funded?**

5. Describe the impact your project will have on the community. Who and how many will benefit?

6. How do you plan to acknowledge the Foundation’s support to your organization?

If equipment is to be purchased with the grant funds, please include at least three quotes on the equipment needed. Since we are community foundation, please make sure to include at least one quote from a local vendor (within Thomas County).

**PLEASE SEND AN ORIGINAL AND ONE COPY OF YOUR GRANT APPLICATION.**