

Common Roots Foundation

GRANT APPLICATION

Name of organization: _____

Contact: _____ Phone: _____

Mailing address: _____

Email address: _____

How did you hear about us: _____

Amount of grant request (up to \$2,500): _____

Purpose of grant: _____

____ Capital projects

____ Equipment purchases

____ New initiatives

____ Special projects

Please submit a letter, video, or anything else that gets the job done (outside-the-box creativity is always encouraged) as long as it includes the following on the proposed use of grant funds:

1. **Overview:** Tell us about your organization: how it began, what it does, whom it serves, and include a list of officers & directors.
2. **Purpose of request:**
 - Describe the proposed project and the need it intends to serve.
 - Explain the scope of the project: geographic area, population served, goals, and objectives.
 - Outline your organization's plan of action and timeline covered by the requested grant.
 - State the amount of funding being requested and benefits to be derived from that grant.
3. **Finances:** Provide your organization's current budget and a budget for the project, showing sources of other funding and the use of funds.
