



## **Instructions for Completion of 2018-2019 Grant Application & Supplemental Materials** (By Invitation Only)

### **A. Grant Application Package:**

Application is not to exceed the two page form plus the required attachments. Additional pages will not be considered. Application must be signed. (It cannot be signed by a member of The League Club.)

✓ Complete the attached grant application form. The form can be opened with Adobe Reader, a free software program available on most computers or at [www.adobe.com](http://www.adobe.com) to download. Save the form to your computer BEFORE you enter all the information. Then save again. Information must fit within space allotted. Print the grant application form for the two required signatures.

✓ Scan and submit all pages of the Application package **as one .pdf document** in the order listed below. Other formats will not be accepted.

1. Two-page, signed grant application
2. Specific Budget for this grant request including the component costs of the request which must add up to the total request. One page.
3. IRS tax determination letter approving 501(C)(3) status
4. List of current Board members
5. Audited financial statement for latest fiscal year; or independent (outside of your organization and volunteers) confirmation of your finances.
6. Operating Budget for the current year
7. Summary page of most recent IRS Form 990 (page 1)

✓ Name the document **“MyAgencyName-2019grant,”** replacing your complete agency name as the first part of the name. Please send completed application as **one .pdf document** to:

[vpcommunity@leagueclub.org](mailto:vpcommunity@leagueclub.org)

The email subject line should read: **“MyAgencyName-2019Grant”**

### **B. Supplemental Materials Package:**

✓ In addition to the Grant Application Package above, please **send an email with the following three attachments to [vpcommunity@leagueclub.org](mailto:vpcommunity@leagueclub.org)** These supplemental materials will be used by The League Club for internal and external promotion and media.

**The email subject line should read: “MyAgencyName—2019SupplementalMaterials”**

1. Agency logo
2. 1-3 photos that visually depict the proposed project
3. A **separate Word document** entitled **“MyAgencyName-2019projectsummary.”**

Include two short paragraphs summarizing your project request, including community need, target audience served, and project description.

(Project Summary samples are available on The League Club website under the Grants tab.)

**DEADLINE to SUBMIT Both Packages: Friday, November 16, 2018 5:00 PM EST.**