



**Community Trust Foundation**  
FOR GOOD - FOREVER

**Building stronger, more vibrant communities in Allegany, Garrett and Mineral Counties**

## **Common Grant Application**

### **INSTRUCTIONS**

*Applications may be submitted by email or postal mail. To submit electronically, please complete and return the application below with attached requested documents to: **ctf@ctfinc.org**.*

*To submit via mail, please mail one (1) copy of this application with requested documents to:*

**The Community Trust Foundation, 71 Baltimore Street, Cumberland, MD 21502**

### **REQUIREMENTS**

Eligible organizations must be:

- 501(c)(3) organizations and agencies,
- Located in and/or primarily serve residents of Allegany and Garrett Counties in Maryland and in Mineral County West Virginia,
- Non-discriminatory in the hiring of staff or in providing services on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

### **APPLICATION NARRATIVE (1-5 pages)**

- ☐ Brief statement outlining your organization's mission, history, objectives and activities  
Project Description including which CTF priority grant area the project falls under (The Arts & Historical Preservation, Education & Youth Leadership, Health & Wellness, Vibrant Communities & Thriving Environment)
- ☐ How will the project impact the community?
- ☐ Description of one or more measurable outcomes you expect to achieve
- ☐ Any previous or current funding requests to foundations/government agencies/other non-profit organizations, etc. for this project.
- ☐ A Statement of Sustainability: How will your project continue in the future if funded by CTF this year?

### **SUPPORTING DOCUMENTS**

- ☐ Annual Budget
- ☐ Project Budget
- ☐ Most recent financial statement/balance sheet
- ☐ List of current Board of Directors
- ☐ IRS Determination Letter

### **FURTHER, PLEASE NOTE:**

- Grantees must notify CTF of any major change in the proposed project, program or event as described in the grant application.
- CTF must be credited using our logo on all printed materials and products whenever and wherever program credit is being given for this project.
- One year after receiving the grant, Grantees will complete and return a Grant Report Form to document the use and impact of awarded funds for the CTF Board of Trustees.



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Please complete the following:

Project Name: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

CTF Priority Funding Area (circle one)

- Arts and Historical Preservation
- Education and Youth Leadership
- Health and Wellness
- Vibrant Communities & Thriving Environment

Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Organization Website: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Email: \_\_\_\_\_

Project Director: (if different) \_\_\_\_\_ Email: \_\_\_\_\_

Tax Status: \_\_\_\_\_ 501(c)(3) \_\_\_\_\_ Agency of Government \_\_\_\_\_ Church

Not a non-profit organization; we have a fiscal sponsor: \_\_\_\_\_

Fiscal Sponsor Address: \_\_\_\_\_

Fiscal Sponsor Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

FEIN: \_\_\_\_\_

Signature (Executive Director) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Board Chair) \_\_\_\_\_ Date \_\_\_\_\_