

Monumental City Bar Foundation Grant Proposal Cover Sheet
(required for all applications)

Date of application: _____

Note: Deadline for submission of completed proposals is August 1, 2013 or as announced.

ORGANIZATION INFORMATION

Name of Organization	Legal Name (if different)
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Former names (if applicable)

Address	City	State	Zip
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Phone	Fax	Website (if available)
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Executive Officer's Name	Title	Phone	Email
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Contact person regarding this application (if different from Executive Officer)	Title	Phone	Email
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Address of contact person (if different from above)	City	State
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Total annual operating budget: \$ _____ for Fiscal Year Ending: _____

Requested Grant Amount: _____

Project Dates: Begins: _____ Ends: _____

TAX INFORMATION

Is your organization certified by the IRS as a 501(c)(3) nonprofit? Yes No

Employer Identification Number (EIN) _____

Please attach a copy of (1) your current IRS determination letter indicating tax-exempt 501(c)(3) status and (2) classification ("not a private foundation") status.

If *no*, is your organization a public agency/unit of government? Yes No

Is your organization certified by the IRS under another section of 501(c) (such as 501 (c) (6)?
___ Yes ___ No

If yes, please attach a copy of your current IRS determination letter for that status.

Signature: _____

Please Print:

Name *Title* *Date*

DO NOT WRITE BELOW THIS LINE

DATE GRANT RECEIVED: _____

BY: _____

Monumental City Bar Foundation Grant Proposal Application

PROPOSAL INFORMATION

Please provide the following information in this order.

Do not use more than 5 pages, exclusive of attachments.

1. Provide a concise description of the project for which funds are sought.
2. Why is the project needed? What are its expected outcomes?
3. Describe specifically how the Foundation funds will be used for the project?
4. What other sources of funding have been identified for this project?
5. Who is responsible for implementation of this project? Please briefly describe the qualifications of responsible parties.
6. Please provide a timeline for the project's implementation.

7. Is the applicant going to be seeking the Foundation's support on a continuing basis for this project in future years?

8. How will the project be evaluated?

9. Are there similar ongoing projects? If so, how successful have they been? Why would the proposed project not be duplicative of these?

10. What, if any, marketing or publicity activities are planned for the project?

11. Any other information that helps describe the project and its relationship to your mission and goals.

SUBMIT SEVEN (7) COPIES OF YOUR PROPOSAL WHICH INCLUDES:

- Copy of the letter from the IRS granting tax-exempt status and any subsequent IRS letters relating to the organization's status.
- Names, addresses and phone numbers of the current board of trustees/directors and the Board meeting schedule (i.e., monthly, quarterly or annually)
- Letter of support from the president of the Board of trustees/directors of your organization (or a copy of the Minutes of the Board meeting at which the grant application was approved).
- Financial information as follows:
 - Copy of operating budget for the current fiscal/calendar year.
 - Copy of the budget and actual revenue and expenses for the preceding fiscal/calendar year.

Please mail all documents to:

Monumental City Bar Foundation
Attn: Grants Committee
One South Street, Suite 2300
Baltimore, Maryland 21202