

Livonia Community Foundation Grant Application Form

Organization Name: _____

Address: _____

Phone Number: (____) _____

Contact Person: _____ Title: _____

Requirements:

1. A cover letter conveying in simple terms your request
 - a. Introduction
 - b. Statement of problems and needs
 - c. Statement of expected accomplishments
 - d. A description of the project, program or organization
 - e. A schedule of events
 - f. Program Budget
 - g. Future activities and funding
 - h. Amount requested
 - i. How will this proposal benefit the community

Please attach the following to your request:

1. List of Board of Directors
2. Statement from IRS confirming your organization's 501 (C)(3) status
3. Organization's budget and financial statements

Optional items:

- Special letters of support
- News clippings
- Copies of awards, pictures, other documents
- Resumes of project/professional staff

Please mail your material and information to:

Livonia Community Foundation
Grant Administrator
33300 Five Mile Rd, Suite 105
Livonia, MI 48154

All submissions become the property of the Livonia Community Foundation and will not be returned.