

Annual Grant Application | Page 2 of 5

Project focus Choose up to three that best describe the focus of your project or (if applying for general support) your organization.

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| Arts, culture, humanities | Human services |
| Community improvement/capacity building | Public health |
| Education | Public safety/disaster preparedness |
| Environment | Recreation, sports |
| Food, agriculture, nutrition | Science and technology |
| Historical societies/historic preservation | Transportation assistance |
| Housing, shelter | Youth development |
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Use of funds

We understand that this program cannot provide funding for activities that occur prior to the application date. We agree that if our organization receives a grant, it will not be used for expenses already incurred and will be spent within twelve months. If we are unable to use the funding during this time, we will contact executivedirector@peaksislandfund.org.

I agree I do not agree My name:

Amount requested

Purpose of funding Choose one

- Capacity-building Activities designed to make your organization stronger, more successful, or more efficient
 - General support For organizations whose core mission is clearly and directly related to the fund's priority areas
 - Project grants For new or expanding projects or programs
 - Equipment or renovations Must support your mission, and must not be related to or part of a capital campaign
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Overview Briefly describe what you plan to do with your grant

Impact Briefly describe how the activities you described above will positively impact residents of Peaks Island

Community served Briefly describe the population on Peaks Island that will benefit directly from your project. Specify age, gender, economic status, or any other characteristics that are relevant to your project.

Partnerships List any organizations that you will partner with to make this project successful. Briefly describe the role of each partner (such as engage members, provide training, share resources, etc).

Key project staff List the specific roles, responsibilities, and qualifications of key personnel

Project budget If applying for “general support,” you don’t need to complete this section.

List the components and expenses of items needed for your project. For expenditures of \$2,000 or more, please include a quote from a service or equipment provider and also provide an explanation why the quoted price is reasonable.

Budget item (Services and purchases)	Amount	Explanation
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Total Project Budget

Other sources For costs supported by another funding source, provide the name of the source, the amount, and the status of that funding.

Organization financial information This information helps us understand the size and scope of your organization. (Public schools and municipalities do not need to complete this section.)

What month and day does your fiscal year start? (MM/DD)

Last Fiscal Year

Revenues (actual)	Expenses (actual)	Net income
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Current Fiscal Year

Revenues (actual)	Expenses (actual)	Net income
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Attachments

Required for all applications

List of Board or Advisor Committee Members, including information about residence and occupation

IRS certification letter and a confirmation from your board that the organization remains in good standing with the IRS as a non-profit entity

OR, If you’re using a Fiscal Sponsor, their IRS certification letter and a Fiscal Sponsorship Agreement

Attachments (continued)

Required for some applications See our website for details

- Quotes for cost of items/services
 - Letter of agreement from a partner organization
 - Fiscal Sponsorship Agreement Form
 - Letter from principal/superintendent agreeing to accept grant funds
 - Letter of agreement from a school representation
 - Letter from agency/town manager for municipal grants
 - Letter of agreement from a tribal representative
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Terms and conditions

By signing the application form below, the applicant and the fiscal sponsor (if applicable) hereby indicate agreement with the following terms and conditions.

1. The information contained in this application and in any attachments is true and correct to the best of your knowledge.
2. Any Peaks Island Fund grant funds received will be used only for the purpose specified in the award letter. Any change to the intended use of the funds must receive prior authorization, otherwise funds should be returned to the PIF.
3. Any Peaks Island Fund grant funds received will be used within a year of receiving the award unless an extension has been previously approved (executivedirector@peaksislandfund.org).
4. A progress report reflecting the status of the project and use of the funds must be submitted by December 31st of the year the grant was made.
5. Any unspent Peaks Island Fund grant funds will be returned at the conclusion of the project.
6. If you are a 501-c-3 organization, you assure the Peaks Island Fund that you remain in good standing as a non-profit with the IRS.

By typing my name in the following space, I certify that I am an authorized representative of the organization named in the application. I further certify that this application is submitted with full knowledge and consent of the organization's Board of Directors or other governing body.

Full legal name

Date (MM/DD/YY)

Relationship to organization

Submission instructions

Email your completed application to executivedirector@peaksislandfund.org. We will confirm receipt of your application. Please email us if you have any questions.