



GRANT APPLICATION FORM - FALL 2017

Use the form below to fill out details about your organization. For all attachments, number your responses to correspond with the below format. **Please submit your QVNA Grant Application by October 15, 2017 to info@qvna.org.**

1. Name of Group/Organization: _____

2. Primary Contact Person

Name: _____

Address: _____

Email: _____

Phone: _____

3. Secondary Contact Person

Name: _____

Address: _____

Email: _____

Phone: _____

4. Person in charge of project (if different from above)

Name: _____

Address: _____

Email: _____

Phone: _____

5. Total QVNA Funding Amount Requested: \$ _____

6. **Organization History:** Provide a brief description of your group's history, goals, and past accomplishments: (Maximum 200 words)

7. **Project Description:** Describe the project for which you are requesting QVNA funding and how it will benefit the community: (Maximum 300 words)

8. **Project Budget:** Attach a project budget, including the cost of each item and description of need. Provide documentation of estimates acquired for necessary materials and services. For any work or service that will cost more than \$1,000, please provide documentation of bids from at least two (2) potential contractors.

9. **Additional Funding:** Provide a description of the group's current available funds, potential matching grants, and/or a description of the group's ability to raise additional necessary funds.

10. **Project Timeline:** Please provide a timetable of specific project deadlines, milestones, and proposed completion dates.



ADDITIONAL INFORMATION FOR GRANT APPLICANTS

- NOTE: All grant funding will be allocated as a reimbursement or direct payment for items.
- Each grant request will be evaluated on the following criteria:
 1. Degree to which the proposed project meets a community need;
 2. Clarity of the project description;
 3. Budget detail that reflects well-defined needs and reasonable costs;
 4. Capacity of applicant organization to complete the project.
- Projects have up to 1 year from date of grant award for payout of funds. Requests for extension of funds must be made at least 60 days before end of year.
- QVNA will not give money for DonorsChoose projects if they have funding by the time grant recipients are announced.
- Grant recipients are asked to acknowledge QVNA in any project publicity, including social media posts (including Facebook, Twitter, Instagram, etc).
- QVNA will require grant recipients to submit a Progress Report (at six months) and a Final Report (at project completion), including before and after photos, if appropriate.

Please submit your Grant Application by October 15, 2017 to info@qvna.org.

If you have any questions, please call or email the office at 215-339-0975 or info@qvna.org