

## ROCKFORD AREA COMMUNITY FOUNDATION GRANT APPLICATION

### APPLICANT INFORMATION

- Applicant Organization Name
- Contact Person
- Phone
- Email
- Mailing Address
- Project Title
- Total Grant Amount Requested
- Brief Summary of Project
- Proposed Start Date
- Proposed Completion Date

### PROJECT NARRATIVE (300 WORDS OR LESS)

Please describe the project, how it benefits the Rockford area, and how the grant funds will be used.

### ADDITIONAL QUESTIONS

- What is your connection to Rockford?
- Do you have access to other funds or funding sources? If yes, please describe.
- How does this project improve the Rockford community?
- Where else have you sought funding for this project?
- What is your total membership (if applicable)?
- What fundraising efforts have been made internally?

### ATTACHMENTS

- Detailed project budget
- Proof of nonprofit status (if applicable)
- Letters of support or endorsements (optional)

### SUBMISSION INSTRUCTIONS

Submit completed applications via email to: [contact@rockfordacf.org](mailto:contact@rockfordacf.org) or Mail to: Rockford Area Community Foundation, 7 S Monroe Street, Rockford, MI 49341.

## COVER LETTER TEMPLATE

[Your Organization's Letterhead or Name]

[Your Name]

[Your Title/Position]

[Your Address]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

Rockford Area Community Foundation

7 S Monroe St

Rockford, MI 49341

Dear Review Committee,

On behalf of [Organization Name], I am pleased to submit this grant application for your consideration. We are committed to enhancing the quality of life in the Rockford area, and this project aligns directly with your mission to support community enrichment and local development.

The enclosed proposal outlines an initiative that will [briefly state purpose, e.g., "create a nature trail with educational signage for youth and families"]. We believe this project will make a lasting impact and embody the values the Rockford Area Community Foundation promotes.

Thank you for your time and for your continued investment in our region. Please feel free to contact me with any questions or to discuss the proposal further.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]