

# **GRANT REQUEST FORM**

**Please fill in all information.**



*The Monticello College  
Foundation*

Name of Institution:

CEO/President:

Address:

City:

State:

Zip:

Email:

Phone:

Project Manager/Grant Contact:

Address:

City:

State:

Zip:

Email:

Phone:

Title of Project:

Amount of Grant Request: \$

(ALL Grants are for ONE fiscal year)

(If applicable, provide a breakdown of grant amount)

Number of Possible Recipients:

Time-period and dates of grant utilization:

Full year:

Part year:

Summer:

Dates:

Type of Grant: (Select one from each Grant Category)

- |    |               |            |                    |               |           |       |
|----|---------------|------------|--------------------|---------------|-----------|-------|
| 1) | Scholarship   | Internship | Fellowship         | Program       | Endowment | Other |
| 2) | Athletic      | Fine Arts  | Liberal Arts       | Science       | Specialty |       |
| 3) | Undergraduate | Graduate   | Middle/High School | Post Graduate |           |       |

Continue to following page.



## **ALL GRANT APPLICANTS**

In a two-page document (no smaller than 11 pt. font) provide the following supporting information, if applicable.

1. Brief description of project and proposed objectives.
2. Analysis of need for grant funding.
3. Criteria for selection of recipients.
4. Number of individuals impacted by program.
5. Resources to be supplied by institution.
6. Signature of CEO or President.

## **FIRST TIME GRANT APPLICANTS**

Include additional documents:

1. Description of the institution or organization, including a brief history and current factual data on finances, enrollment, etc.  
**Not to exceed two pages, no smaller than 11 pt. font.**
2. Documentation of tax status.
3. Financial Information: (**Do NOT include an entire audit**, only the requested pages.)
  - Most recent fiscal year-end Income Statement and Balance Sheet.
  - Current budget

## **APPLICANTS WHO PREVIOUSLY RECEIVED A GRANT**

Should include:

1. A report about **the impact** of the most recent grant. (Examples) Scholarship:  
Name of Recipients, Hometown, Course of Study, GPA  
Internship: Name of Recipients, Accomplishments  
Project: Number of participants, Description of project results
2. Financial Information: (**Do NOT include an entire audit**, only the requested pages.)
  - Most recent fiscal year-end Income Statement and Balance Sheet.
  - Current Budget