



Gay Community Center of Richmond

GRANT APPLICATION COVER SHEET

Application Deadline: September 18th, 2009

Organization: _____

Mailing Address: _____

Contact Person: _____

Title of Contact Person: _____

Phone: _____ **Email:** _____

Federal EIN: _____ **Amount Requested:** _____

Project Name: _____

GRANT PROPOSAL

Your grant proposal should answer the following questions:

1. **What is the mission of your organization? What services are provided?**
2. **Describe the reason for the grant and the project for which it is being requested.**
3. **What are the measurable goals for the project? How will these be measured?**
4. **How will the project reach and benefit citizens of the Richmond LGBT community?**
5. **How will the project be funded if the full amount is not awarded?**

Please limit your proposal to four pages, double spaced typed in Times New Roman 12 pt. font.

Applicants should submit one copy of this application cover sheet along with 10 copies of your proposal to the address provided below. Please also include one copy of each of the following documents:

- **501(c) 3 status letter from the IRS**
- **Current fiscal year budget**
- **Project budget**
- **Immediate past year audited financial statement**
- **List of Board of Directors**
- **Any substantiating materials for the project, limited to 3 pages**

Proposals should be submitted to:

**Gay Community Center of Richmond
Attn: Grants Advisory Board
1407 Sherwood Avenue
Richmond, VA 23220**

Electronic copies of the cover sheet, proposal, and supporting documents should also be submitted to info@gayrichmond.com.

FINAL REPORT

If your organization receives a grant from GCCR, you must submit a final report upon completion of the project. The following questions must be submitted in a final report:

- 1. List the significant accomplishments and outcomes of the project. Did the project meet its measurable goals? Please be specific.
- 2. Note any adjustments to the project as planned and the reason for these changes.
- 3. How was the grant from the Richmond Gay Community Foundation used for the project and how did the grant help with the project.
- 4. How did the project reach and benefit citizens of the Richmond LGBT community.
- 5. How did the organization promote the Gay Community Center of Richmond?

Please limit your response to four pages.

FOR OFFICE USE ONLY

Date Received:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Amount Requested:	Amount Awarded:	