
Application

Project Title

I. Proposal Summary

Please provide a brief, general description of your project, how you plan to use the funds, and the amount of funds you are requesting.

Also include: the name of your organization; contact information, including name, phone, and physical address (if there is one), and email address.

II. Organization and History

Please provide an historical description of your organization, including an historical perspective of previous funding and funding sources; organizational structure; physical location (if you have one); your IRS tax exempt determination letter; relevant experiences and major accomplishments; and established partnerships and relationships with other agencies and organizations providing similar or reciprocal services.

III. Statement of Need

Please describe what you plan to do with the funding and how this funding will help resolve an issue related to your project. Please provide evidence such as statistical data or research documents that identify and collaborate your project need/requirements, i.e. Clientele served, testimonials, news releases, etc. Please explain why your organization should receive this funding.

IV. Project Description (Program Narrative)

Please provide a detailed description of your project and how the requested funds will be used. This description should include a timeline for expending the funds; the goals of the project and how these will be measured; what services you plan to provide and for whom; and a list of activities by which you will achieve your goals.

V. Budget and Budget Narrative

Please provide a line-item budget with a separate narrative describing each expenditure item.

Please note: A mid-year report and final year report are required.

Timeline:

January 1, 2025	Application open
February 15, 2025	Deadline to submit applications
April 30, 2025	Applicants notified of status
September 1 2025	Mid-year report due
February 1, 2025	Final report due

Applications may be submitted as an attachment via email chapinwomansclub29036@gmail.com (please put grant request in the subject line) or mailed to PO Box 42, Chapin, SC 29036. Additional Documents that are being submitted to support the application should be submitted as a PDF and emailed with the application.

For help or additional information, please contact Chapin Woman's Club Grant Committee at chapinwomansclub29036@gmail.com.

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