



## SMC Grant Application Form

Please provide us the following information, so we can give appropriate consideration to your grant request. A letter requesting a grant is fine too, as long as the letter essentially provides all of the following requested information. Attachments providing information may be submitted with this form. Completed forms should be submitted to Tim Schoewe, Chair of the SMC Grants Committee (tschoewe@hotmail.com).

### Section One: Overview

Please provide an overview of your proposal, including:

- Brief description of the proposal
- Purpose and key anticipated outcomes
- Individuals or communities served by your proposed project
- Amount of funding requested
- Overview of how funds will be spent
- Time by when you want (or need) to receive the requested grant
- Timeline for when any grant funds would be expended, and by when the project would be completed

### Section Two: Requesting Organization Information

Organization's Full Name.

Address.

Organization's Website Address (if any).

Is your organization a tax-exempt entity under the IRS Code? Please identify your tax status, and if you are not tax-exempt, please provide information about your organizational and tax status.

Organization's IRS EIN number.

### **Section Three: Proposal Details**

Please describe concisely the problem or need that you seek to solve.

Please describe the purpose and objectives of your proposal.

Please indicate exactly on what any grant funds will be used, and by when the funds will be used.

Please list any partners in this proposal, and the partner's role and your relationship with them.

Please identify the point person at your organization who will be responsible for ensuring any grant funds supplied will be used for their intended purpose.

If your project is more than a “one-time” event or project, please describe your plan for sustainability of the project or initiative after any SMC grant award has been exhausted.

Please describe how your project and any grant funds provided will help to fulfill the purpose(s) for which the SMC makes grants. Those purposes are to further the common good and general welfare of the people of Shorewood, to improve the quality of life in Shorewood, and to help to make Shorewood a better place in which to live.

Please describe the steps you will take, if any, to let the public know that funds for this project were provided by the SMC.

#### **Section Four: Post-Grant Reporting**

We require that all grant recipients provide us a brief written letter or report within 60 days after the funds are expended, to let us know the funds were expended, on what, and how your overall project turned out. Will you be willing to comply with that requirement? (Please note that if an organization fails to provide such a report in a sufficient and timely manner, the SMC takes that into account if and when it receives further requests from an organization, and an organization that fails to provide a sufficient report is ineligible to receive any future grants from the SMC, until the insufficiency is corrected.)

#### **Section Five: Supplementary Information**

Please briefly identify any supplementary documents, which you are submitting with this application or providing hyperlinks to, which you would like us to review as part of our review of your grant request.

**Section Six: Contact Information**

Full name of person submitting grant request.

Email address.

Phone number(s).

Signature:

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Name:  
Title:  
Date: