

**THE FAIRFIELD COUNTY BAR FOUNDATION, INC.**

**970 Summer Street  
Stamford, Connecticut 06905  
Telephone: (203) 327-7041**

**GRANT APPLICATION**

**ORGANIZATION INFORMATION** (Please provide the following information about your organization.)

Organization Name:

Legal Name (if different):

Street Address 1:

Street Address 2:

City:

County:

State:

Zip Code:

Telephone #:

Fax #:

Website:

Federal Tax ID#:

Year Incorporated (YYYY):

Percentage of services provided in Fairfield County (XX%):

# of Paid Full Time Staff:

# of Paid Part Time Staff:

# of Volunteers (annually):

**PRIMARY FOCUS OF YOUR ORGANIZATION** (In the space provided below, please provide a brief description of your organization, including its mission, the community or individuals it serves, and a summary of its key activities and/or programs.)

**ORGANIZATION LEADERSHIP** (Please provide the following information about your organization.)

**Executive Leadership**

Prefix (Mr./Ms./Dr., etc.):  
First Name:  
Middle Initial:  
Last Name:  
Suffix:  
Title:  
Office Telephone #:  
Office E-mail:

**Primary Contact For This Application**

Is the primary contact for your application the same as the contact identified above (Y/N)? \_\_\_\_\_.  
If no, please provide the following information for the primary contact.

Prefix (Mr./Ms./Dr., etc.):  
First Name:  
Middle Initial:  
Last Name:  
Suffix:  
Title:  
Office Telephone #:  
Office E-mail:

**REPORT ON MOST RECENT PRIOR GRANT**

Has your organization previously received funding from the FCBF (Y/N)? \_\_\_\_\_.  
If yes, please provide the following information regarding the most recent prior grant.

Date of Grant:  
Amount of Grant:  
Project Title/Purpose of Grant (one sentence description):

Please attach to this Application a report from your organization on the prior grant (two pages maximum). Please include in your report the information listed below. If your organization previously submitted a report to the FCBF, you may attach that prior report.

- State whether the grant was used for general operating support or to support a specific project.
- If the grant was used to support a specific project, state the total project budget.
- State specifically how the grant was used (i.e., how much was spent on what).
- Describe how the grant was used to further FCBF grant-making priorities (see Grant Guidelines).
- Describe the progress you made in relation to the benchmarks set forth in your prior application.
- Describe any other results achieved from your use of the grant.

**APPLICATION FOR SUPPORT** (Please provide the following information regarding your current application for support.)

Amount Requested:

Type of funding requested (i.e., general operating support or specific project support):

Project Title/Purpose of Grant (one sentence description):

Please attach to this Application a detailed statement from your organization in support of its request for funding (two pages maximum). Please include in your statement the information listed below.

*If you are applying for specific project support, please fully describe the following:*

- The scope and purpose of the project.
- Key project activities.
- Project timetable.
- Detailed project budget, including personnel and other than personnel expenses.
- Other sources of funding (if any) expected for this project.

*All applicants, please fully describe the following:*

- The overall need your organization or the specific project will address.
- The uses to which you intend to allocate the funds requested.
- The communities or individuals to be served by your organization or the specific project.
- How your organization or specific project will further FCBF grant-making priorities (see Grant Guidelines).
- The short-term measurable outcomes that your organization or specific project expects to achieve.
- The long-term impacts that your organization or specific project expects to achieve.
- Key personnel, including the name, title and brief bio of those primarily responsible for overseeing and implementing your organization's use of the funds requested or the specific project.
- Anything else you think we should know about the impact and value of your organization's work.

**AUTHORIZED SIGNATURE**

I hereby certify that I am authorized to sign this Application on behalf of the applying organization identified herein and that all of the information provided in support of this Application is true and correct. I further certify that any grant of funds received in connection with this Application shall be used solely for the purposes described herein. I have read and reviewed the Grant Guidelines of the Fairfield County Bar Foundation and agree to be bound by the terms set forth therein.

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Name:

Title:

Date:

**REQUIRED DOCUMENTS** (Please provide copies of the following documents for your organization with your completed Application.)

- Income and expense statement and balance sheet for your most recently completed fiscal year (audited, if available)
- Current fiscal year budget (income and expenses) and year-to-date actuals
- IRS Determination Letter (if you are a 501(c)(3) non-profit organization)
- Most recently filed IRS Form 990 (if any)
- List of Officers (including names and titles)
- List of Board of Directors (including names and affiliations, and identify the officers of the Board)
- List of your top 10 sources of funding for the most recently completed fiscal year (including names and amounts)

#### **SUBMITTING YOUR APPLICATION**

- Please submit your Application and supporting documentation, preferably as a single PDF document, via e-mail to [fcba@optimum.net](mailto:fcba@optimum.net)
- The subject line of your e-mail should read: *Grant application for: [Your Organization Name]*
- The name of the document attached to your e-mail should include your organization name and the date of the application: *e.g., YourOrganization 1\_1\_2014.pdf*
- If you have any questions regarding this application, please contact Jeanne Urso at the Fairfield County Bar Association at (203) 327-7041 or [fcba@optimum.net](mailto:fcba@optimum.net)