



Missouri

COMMON GRANT

APPLICATION

Short Form

Please Note:

- There are three parts to the Short Form. Please complete all three:
 - Cover Sheet
 - 2-page Overview of Funding Request
 - Required Attachments

The Common Grant Application Short Form was developed to facilitate the application process for grantseekers.

Any funder that has agreed to accept this form may request additional information at any stage in the proposal process.

Instructions:

1. Determine how the application should be submitted and the number of copies required.
2. No hand written proposals.
3. Please answer all the questions unless otherwise instructed by the grantmaker.
4. Please do not include any materials other than those specifically requested.
5. Check with the individual grantmaker to find out how they would like this form to be submitted.

Resources:

- St. Louis Public Library's Grants and Foundation Center-<http://previous.slpl.org/using/foundation.htm>
- Foundation Center Guide to Proposal Writing-
<http://foundationcenter.org/getstarted/tutorials/shortcourse/components.html>

Visit the User Guide for the following information:

- Common Grant Application background.
- Frequently Asked Questions.
- Glossary of terms.
- Proposal writing tips.
- Guide to each question asked in this short form including examples on how to best answer each question.

Common Grant Application Short Form Cover Sheet

Grantmaker to whom this application is submitted:	Concerned Citizens for Crystal City			
Application Date:	March 19, 2013			
Applicants Legal Name: (as shown on IRS Letter of Determination)	Crystal City Schools			
Doing Business As: (if different from legal name)	Helping Hands Crystal City-Crystal City School District			
EIN #:	Federal Tax ID: 436000938 State Tax ID: 12495913			
Address:	1100 Mississippi Avenue			
City:	Crystal City	State:	Mo	Zip code: 63019
Telephone #:	636-937-2005	Fax #:		
Executive Director: (or Top Executive)	(Please include prefix and title)	Phone #:		
		Email Address:		
Main Contact(s) for this Proposal:	Taylor Massa/Emily Holdinghausen (Please include prefix and title)	Phone #:	636-937-2005/314-805-3519	
		Email Address:	massat@crystal.k12.mo.us , eholdinghausen@gmail.com	
Board President:		Phone #:		
		Email Address:		

Applicant's tax-exempt status/ IRS designation: 501(c)(3) organization based in Crystal City.	(Attach a copy of the IRS Letter of Determination- NOTE- this is not the state sales and use tax exemption certificate. If there has been a name change provide copies of the amended state certificate of incorporation and amended IRS Letter of Determination)
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Organization's mission statement:
<p>Our mission is to ensure that no child in the Crystal City school district is in danger of going hungry over the weekends.</p>

Type of request (check one): Note, not all funders support each type of request. Check with individual grantmaker.	
<input type="checkbox"/> Capacity Building	<input checked="" type="checkbox"/> Program/Project
<input type="checkbox"/> Capital	<input type="checkbox"/> Other (explain)

<input type="checkbox"/> New Project	<input checked="" type="checkbox"/> Existing Project	<input type="checkbox"/> Expansion of Existing Project
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Project Name: (No general operating)	Helping Hands
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Proposal Summary - In 100 words or less summarize the purpose of this request.

We are requesting funds from Concerned Citizens of Crystal City to purchase food for Helping Hands. This money will help us to continue to serve the less fortunate families in our school district, and ensure the less fortunate children in our school will receive proper nutrition while they are away from school. 100% of all money received from Helping Hands goes directly towards the purchase of easy to prepare food items for children in the Crystal City School District.

Funding Period Requested: (be specific)	3/ 30 /2013 through 12 / 31 /2013	Amount Requested:	\$2000
Total Project Budget for this period:	\$175/Week	Current Annual Organizational Budget:	\$0 (we are funded only through donations)
Organization Fiscal Year:	8/ 18 /2012 through 6 / 30 /2013		
Geographic Area(s) Served: (Should include Crystal City)	Crystal City Elementary School		

List applicant's membership of a giving federation: (e.g., United Way, Arts & Education Council, Jewish Federation, Earthshare Missouri)	
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<p>Agreement</p> <p><i>I certify to the best of my knowledge, that all information included in this proposal is correct. The tax exempt status of this organization is still in effect. If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.</i></p> <p><i>In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.</i></p>

Signature, Executive Director
(or authorizing official on behalf of the organization)

Date

In a maximum of two-pages, please include:

1. Brief organizational history and brief description of previous year's accomplishments.
2. Purpose of this funding request. Please describe:
 - a. Community needs or problems to be addressed by this project/organization.
 - b. The target population, number of individuals, and geographic area that will benefit from this proposal.
 - c. What you hope to accomplish (outputs and/or outcomes), and
 - d. How you intend to accomplish the above.
3. Names and brief description of roles of partners on this project (if applicable).

Required attachments:

1. Project budget using the budget template provided.
2. Organization's current budget.
3. IRS Letter of Determination