

The Service Club of Chicago

Philanthropic Grant Application

(Please submit an original and 20 copies of this page)

Name of Organization: _____

Address, City, State, ZIP: _____

Contact Person, Title: _____

Phone Number and E-Mail address: _____

Name of person administering grant, Title: _____

Phone Number and E-Mail address: _____

Location of project: _____

Organization type: Civic Cultural Educational Humane Social Svcs Other

Organization description (Briefly list summary of mission, objectives, recent accomplishments, etc.):

How many people are currently served by your organization: _____

Specific project request:

Dollar amount of this request (submit 21 copies of bid or supporting documentation): \$ _____

How many people will be served by this grant: Project description (Briefly describe the geographic area and people you will serve. Include relevant timetables as they apply to this specific project):

How did you learn of Service Club Philanthropic Grants? _____

Prior Applicants-- Date of last application to The Service Club of Chicago: _____

Previous grants received from The Service Club of Chicago (include year, amount and purpose), if any:

Other relevant information useful for evaluation of this request:

Organizations' Web Site URL: _____

The Service Club of Chicago

Philanthropic Grant Application - Financial Summary

IF YOU ARE PART OF A LARGER ORGANIZATION, THIS FINANCIAL SUMMARY
MUST REFLECT YOUR SPECIFIC BUSINESS UNIT

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Name of Organization: _____

	Budget - current projected fiscal year ending (m/d/y) _____		Actual - most recent <u>completed</u> fiscal year ending (m/d/y) _____	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
<u>Revenue</u>				
Earned	_____	_____	_____	_____
Foundations/Corporations	_____	_____	_____	_____
Individuals	_____	_____	_____	_____
Government	_____	_____	_____	_____
United Way	_____	_____	_____	_____
Special Events/Other	_____	_____	_____	_____
Investment Income	_____	_____	_____	_____
Total	_____	<u>100%</u>	_____	<u>100%</u>
<u>Expenses</u>				
Program	_____	_____	_____	_____
Administration	_____	_____	_____	_____
Development	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	_____	<u>100%</u>	_____	<u>100%</u>

Administration Information

Number of total paid staff: _____

Number of administrative personnel: _____

Number of volunteers: _____

Top five corporate/individual donors for recently completed fiscal year (include amounts):

- 1.
- 2.
- 3.
- 4.
- 5.

Top five confirmed donors for current fiscal year (include amounts):

- 1.
- 2.
- 3.
- 4.
- 5.

The Service Club of Chicago
Philanthropic Grant Application - Check List

Name of Organization: _____

These instructions should be followed closely. Do not submit a variation of these forms or we will ask you to resubmit in this format.

Please submit 20 copies (stapled) and one original of the following:

- Page 1 of this form
- Page 2 of this form
- Two (2) bids, purchase order, or statement from supplier showing exact amount of the request.

Please submit one copy of each of the following documents:

- This page: the 'check list' with original signature
- Latest full year audited financial statements.
- Latest IRS Form 990.
- Current tax exempt certificate from the Internal Revenue Service.
- List of members of the governing board, staff and directors.
- (Optional) For organizations receiving a previous grant, please include a report or evaluation of its success.

NOTE: **Brochures and other information should not be submitted at this time.** You may bring 2 brochures with you to your interview if you wish.

The undersigned hereby states that he/she has read the Service Club of Chicago's Philanthropic Grant Guidelines, and that this Grant Application conforms to those guidelines. The undersigned further hereby certifies that all of the foregoing information and attachments are correct to the best of his/her knowledge.

NOTE: Incomplete applications will not be considered.

Signature (must submit original signature)

Date

Name Printed

Title

Other Comments:

All material must be sent/delivered between January 1 and January 15 to:

The Service Club of Chicago
233 East Erie, Suite 405
Chicago, IL 60611