



Grant Application Guidelines

LFVCF Mission Statement:

The Lower Flathead Valley Community Foundation is a charitable organization whose purpose is to bring Tribal and non-Tribal members together to work on projects preserving the cultural, natural and human resources of the region with special emphasis on serving the needs of children.

The foundation supports worthwhile projects with either income from its permanent endowment or from contributions by individuals and organizations in the areas of *education, preservation and conservation, culture and the arts, appropriate economic development, and civic improvement.*

Funding Opportunities:

The Community Foundation operates a granting process in the five areas listed above. Partnerships and collaboration are highly encouraged.

Who Is Eligible:

Applications are welcome from these types of community groups and organizations:

- 501(c)(3) organizations

- Government entities

- Organizations conducting projects for a recognized charitable purpose

What We Don't Fund:

The Community Foundation does not make grants for the following: religious activities, debt retirement, political organizations or campaigns, tickets for benefits, telephone solicitations, or organizations working primarily to influence legislation.

Deadlines:

Organizations may submit grant applications throughout the year. Grant applications are reviewed quarterly. Quarterly deadlines are March 15th, May 5th, August 15th, and November 15th. The Community Foundation encourages clear, concise proposals. The application should be informative, yet brief.

Send Completed Application To:

Lower Flathead Valley Community Foundation
PO Box 255
Ronan, MT 59864



Grant Application Instructions

At the top of the first page only, please put :

Date of Submission
Name of Organization
Amount of Request

Project Start / End Date
Contact Person & Phone Number
Title of Grant Request

Grant applications totaling more than \$3,000 please complete all of the following:

Grant applications for less than \$3,000 please complete numbers 1 through 6:

1. Summary statement specifying amount requested.
2. Specific purpose of the funds requested; what will the funds accomplish?
3. Description of the need for the project in the community.
4. Line item budget for the requested funds, including summary of sources for other funds.
5. Summary of in-kind contributions.
6. Description of the evaluation process; define methods for measuring results.
7. Copy of the latest annual operating budget and balance sheet.
8. Qualifications of key personnel - briefly.
9. Board of directors names.
10. Evidence of board approval / board signature, resolution or minutes.
11. History of grants (by title only) made by LFVCF / dates.

Approval Process:

Applications are screened by the Community Foundation staff to ensure the application is complete. The grants committee meets four times a year (refer to deadline information). The committee considers each application and determines the specific field of interest and amount(s) to be granted. Foundation staff will notify the applicant about the status of their request within one month of review by the grants committee. For questions call Carlene Bockman at 406-676-4110.

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