

**Chugiak-Eagle River Foundation**  
**P.O. Box 770301**  
**Eagle River, AK 99577**  
**907-694-4702**  
**E-mail: info@cerfoundation.org**  
**Web site: cerfoundation.org**  
**GRANT APPLICATION**

---

Legal name of organization

---

Address of organization

---

City	State	Zip Code
------	-------	----------

---

Phone	Fax number	Web-site address
-------	------------	------------------

---

Date of incorporation	Federal Tax ID #
-----------------------	------------------

---

Organizational status	IRS 501(c)(3)	Other (explain)
-----------------------	---------------	-----------------

---

Mission of organization:

---

Name of Chief Executive Officer	Title
---------------------------------	-------

---

CEO telephone number	CEO email address
----------------------	-------------------

---

Contact for this application	Contact title
------------------------------	---------------

---

Contact telephone number	Contact Cell Phone	Contact E-mail address
--------------------------	--------------------	------------------------

---

Project budget	Amount Requested
\$	\$

---

Specific purpose for which funds are requested :

---



---

Signature of authorized official (Board Chair or CEO)	Date
--	------

---

Typed Name:	Title
-------------	-------

Financial Summary	Last Complete Fiscal Year (Actual)	Current Fiscal Year (Budget)
Operating Revenues		
Operating Expenses		

**CHECKLIST FOR APPLICANT**

**Organization:** \_\_\_\_\_

**Project title:** \_\_\_\_\_

**Request amount:** \_\_\_\_\_

**Check each box or line to indicate that the guidelines have been followed.**

- Submit the original proposal and three photocopies, unbound, fastened only by a binder clip. Do not use staples, folders or binders. Type application, using font size no smaller than 10.
- Submit only materials specifically requested.
- Provide requested materials in the order described below.

**Proposal Preparation:**

- Application with original signature of top ranking official in your organization
- Narrative (up to 2 pages, single-sided)
- Brief history of organization
- Services provided
- Geographical area served
- Number of beneficiaries
- Description of project
- Identify need for project
- Current status
- Timeline for implementation
- Project total cost
- Itemized list of specific project items and costs (may be attached as separate 3<sup>rd</sup> page)
- The amount requested from the Chugiak/Eagle River Foundation
- And, if relevant, list the source(s) and amount(s) of any project funds raised to date or pending, and how the organization anticipates raising the balance

**Attachments**

- IRS 501 (c) (3) tax exemption letter, if applicable
- Twelve-month statement of revenues and expenses for most recently completed fiscal year, including current year operating budget, showing anticipated sources of both revenues and expenses
- Independent estimate of costs of a project – **including bids for materials or services.**
- Sign, date, and include this checklist with application

Signature \_\_\_\_\_ Date \_\_\_\_\_