

Central Vermont Women's Giving Circle  
115 Upper Sunnybrook Road  
Middlesex, VT 05602

## GRANT APPLICATION & PROPOSAL

The Central Vermont Women's Giving Circle makes grants to non-profit organizations within and/or serving Central Vermont. The Circle anticipates that it will award grants in relation to the amount of receipts received each year from its members.

You are invited to submit this cover sheet with a brief proposal for the Circle to review. After the initial review, you may be invited to meet with Circle members to discuss your project.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Dates of Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Please attach a brief proposal (two page maximum) describing:

1. **Purpose:** the innovative purpose of the program or project
2. **Need:** the need that the program or project will help meet
3. **Objective:** the objectives of the project
4. **Benefits/Outcomes:** what are the anticipated benefits/outcomes
5. **Evaluation:** how you will measure the results of the project
6. **Funding:** a budget for the project (including any other funding sources) and plans for future sustainability

Please mail this cover sheet with the following:

1. Your proposal
2. IRS documentation of 501c(3) status
3. Organization mission and purpose
4. Organization board of directors
5. Most recent financial statement

Grantee Responsibilities:

1. Ensure that circle funds, if received, will only be used for the purpose for which the grant is made.
2. Provide periodic written report concerning the use of the funds.
3. Provide final written report and accounting of how funds were used.

The Circle reserves the authority to withhold or recover grant funds in case such funds are, or appear to be, misused.