



California State Grange Matching Grant Program

Before filling out a project application:

- **Read and follow the California State Grange Matching Grant Program Guidelines.**

Also, please remember the following:

1. Deadlines are firm and late applications will not be accepted:
 - **Final applications** – Original application must be submitted by September 15th.
Submit to:
California State Grange
ATTN: Grant Program
3830 U St
Sacramento, CA 95817
2. The application provided must be used and submitted complete. Incomplete applications will not be considered for funding. Application components include:
 - Project Information Page
 - Project Narrative
 - Attachments:
 - Project Schedule
 - Project Budget
 - Match Pledge Form
 - Attachments - may also include the following:
 - location/site map
 - documentation of donated cash or professional services
 - documentation of estimates for purchases greater than \$5,000
 - documentation of professional qualifications to justify professional rates.
3. Staple the application materials together, in order. Do not bind or enclose in any folder. Double-sided copies are preferred. Attachments must be 8.5 x 11. Do not include loose photos, flyers, oversized documents, etc.
4. For final applications, submit one original application.

Project examples include upgrading ADA accessibility, enhancing community presence (i.e., installing a community garden), upgrading/installing internet or other communications technology, hall beautification or historic preservation.



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Date Received: _____

Project Identification Information	
Grange Name:	
Grange Address:	
Briefly describe the project in 50 words or fewer:	

Applicant Information			
Grange President:			
Project Contact:			
Mailing Address:			
Day Phone:		Email:	
The signatory below declares that s/he is authorized to act on behalf of the Grange, assures that a majority vote of the membership has authorized this project, and assures that any funds received will be used only for purposes set forth herein.			
Name:		Signature:	
Address:		Phone:	

Project Funding Request	
Grant funds requested:	\$
Value of Grange match (must be equivalent to request, at minimum):	\$
Total project value:	\$



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Project Narrative

In no more than 4 pages, using no smaller than 11-point font, please provide responses to the following questions. Grant reviewers respond best to clear, concise narrative.

Project Description and Grange Benefit

- What do you want to do and why do you want to do it?
- Does the project meet a need that increases your standing in the neighborhood?
- How will it contribute to neighborhood identity, foster a sense of community and strengthen relationships?
- What is the lasting impact of your project on the Grange and the neighborhood?

Project Readiness

- Who will handle the project accounting? If other than applicant, please identify and provide contact information.
- Briefly discuss your project budget and schedule.
- For physical improvements, how will long-term maintenance costs be addressed?
- Identify permits, fees and insurance requirements, if applicable, and how you plan to address them.
- Discuss qualifications of those providing professional services (documentation of professional qualifications must be provided to justify professional rates)

Sustainability Values

- Describe how your Grange will benefit from the project. How does this project contribute to your neighborhood and/or community safety, and building community relationships?
- Discuss how the project contributes to community goals of environmental health and sustainability.

Grange Match

- Briefly discuss how you have met or exceeded the program's match requirement.



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Project Budget

- Get estimates from more than one reliable source.
- All construction projects must include a 15% contingency.
- Items considered for the match (section C) must be documented.

A	B	C - Grange Match			D	E
Item Description	Grant Request	Volunteer Time (\$22.14/hr)	In-Kind Contributions (supplies, materials or services)	Cash Donations	Other Sources (Not included w/match)	Total Project (B+C+D=E)
Personnel						
Subtotal						
Supplies & Materials						
Subtotal						
Services						
Subtotal						
Other Items:						
Insurance						
Permits						
Contingency for all construction projects- 15%						
Other						
Subtotal						
GRAND TOTAL						

