

#### 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 15<sup>th</sup>.

#### **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 willnot be considered for funding. Application components include:
  - Project Information Page
  - Project Narrative
  - Attachments:
    - o Project Schedule
    - o Project Budget
    - o Match Pledge Form
    - o 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 loosephotos, flyers, oversize 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.



Date Received:

Project Identification Information							
Grange Name	e:						
Grange Addr	Grange Address:						
Briefly descri	be the	project in 50 word	s or few	er:			
		Ap	plicant I	nformation			
Grange Presi	dent:						
Project Contact:							
Mailing Addı	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 <u>no more than 4 pages</u>, 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.



### **Project Schedule**

- List in chronological order specific steps you will take to carry out this project.
- Identify who will be primarily responsible for each step or activity.
- Estimate the month and year the step or activity will be completed.
- Projects should be completed within one year of the signed agreement with the California State Grange.

Step or Activity	Person/Group Responsible	Estimated Completion Date	Date Completed



### **Project Budget**

• Get estimates from more than one reliable source.

• Items considered for the match (section C) must be documented.

• All construction projects <u>must</u> include a 15% contingency

A	В		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						



#### **Match Pledge Form**

- The project budget must include an amount of cash, in-kind donations, or volunteer time equal to or greater than the grant request.
- Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match.
- All volunteer labor is valued at \$22.14 per hour.
- Donated materials or supplies are valued at their retail price.
- The donors of professional services must <u>also</u> document the value of their contributions on official letterhead. Professional services are valued at their customary retail value.
- The Match Pledge Form provided must be used to document all volunteer labor and donated cash, materials or supplies. Use the form to collect pledges and then to account for the actual contribution. The last two columns are provided to verify that the pledged hours, goods or services were received.
- A project coordinator or other method of engaging volunteers may be desirable depending on the project.

The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, services or cash for the above project.

Name/Address/Phone	Signature	Description of Donation or Volunteer Role (include # hrs. pledged)	Value of Item or Hours	Value Received or Hrs. Worked	Date & Initials