

Application for funding from Montpelier Community Fund FY21 (July 2020 – June 2021)

**Deadline for submission:** Midnight, Tuesday, Nov. 12, 2019

**Submit online or by e-mail to [jcarroll@montpelier-vt.org](mailto:jcarroll@montpelier-vt.org)**

Applicant / Organization name:

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Mailing Address:

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Website: \_\_\_\_\_ Fiscal Year Dates (if organization): \_\_\_\_\_

Amount requested from Montpelier for FY21 (7/1/20 – 6/30/21): \_\_\_\_\_

Please choose one box to indicate what kind of funding you are requesting (see guidelines):

General operating

Program funding

Project funding

Primary Contact Person:

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**This application must be signed by the Executive Director, President of the Board, or Individual Applicant. By submitting a grant application to the MCF, the applicant agrees that it will not also seek funding through the Montpelier ballot petition process.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please review the MCF Guidelines before completing this application and carefully follow all instructions.**

**1. Please tell us about your organization:**

- a. Please write 2 sentences describing the goal of your organization (this could be your mission statement).
- b. What is the need or problem that your organization/program/project addresses?
- c. Briefly describe your organization's primary programs and activities.

**2. What geographic area does your organization or program serve?**

**3. How will you use the funds?**

- 4. How does your organization complement or collaborate with other local organizations that may provide similar or allied services?** Describe singular services you offer and how your organization complements or collaborates with other programs or services. For example, a homeless shelter may provide a unique service to the area but still interacts with allied programs such as housing agencies, employment, counseling, or medical services.

5. **What are the unduplicated numbers of people served by your organization or program during your most recent fiscal year?** The Board wants to better understand who you are serving.
- Total number of individual people (unduplicated count, excluding volunteers): \_\_\_\_\_
  - Number of Montpelier residents (unduplicated count, excluding volunteers): \_\_\_\_\_
  - If applicable, number (or percentage) of low-income Montpelier residents: \_\_\_\_\_
  - If applicable, number of Montpelier resident volunteers: \_\_\_\_\_, # of volunteer hours: \_\_\_\_\_
  - You may share up to three additional pieces of data that describe the services you provide to Montpelier residents.
  - Briefly explain how you determined the above numbers.
6. **If you received MCF funds for this fiscal year (FY20) or last (FY19), how were they used? Please include one or both of the following, as applicable:**
- Final Report on FY19 MCF Grant.
  - Progress Report on FY12 MCF Grant.
- Please be sure to explain any changes in how the grant funds were used.
7. **Other than the Community Fund, please list any direct or in-kind support that your organization or project receives from the City of Montpelier, including public schools and all municipal departments such as public works, parks, senior center, recreation, etc.**
8. **List other towns that support your organization through grants or municipal contributions in FY19 (include amount).**
9. **Please provide the following attachments** (These should all be reports that you already have on hand; we do not require you to create new ones. Individual applicants do not need to provide this documentation):
- Most recent prior year budget-to-actual revenue and expenditures
  - Program or project budget, as applicable. Include both revenues and expenses.
  - A list of current board members.
  - Copy of IRS Determination Letter (new applicants only).

Your application is complete if it includes:

- Answers to all questions in the order asked, with all acronyms explained
- All financial statements requested
- The signature of the Executive Director, Board President, or Individual Applicant
- If NOT submitting via the online application, one electronic copy (single PDF preferred) received by midnight, Tuesday, November 12, 2019 at [jcarroll@montpelier-vt.org](mailto:jcarroll@montpelier-vt.org).