



2525 Rochester Road
Ste. 450
Cranberry Township, PA 16066

APPLICATION FOR FUNDING

The Cranberry Township Community Chest (CTCC) welcomes the opportunity to partner with a wide array of locally-based non-profit organizations. With a mission to improve the quality of life for Cranberry residents, the CTCC raises funds for non-profit organizations and civic causes which directly benefit the Cranberry community. In doing so, the CTCC ensures that the money raised within Cranberry Township *stays* within Cranberry Township and surrounding communities.

Ideal guidelines for grant funding are:

- a) The requester is a recognized CTCC nonprofit/civic organization.
- b) The project or service is unique to your organization. CTCC does not fund operational costs.
- c) CTCC would provide a maximum of 50% of the project or service cost.
- d) The ideal project or service would create volunteering opportunities and/or value to our community.
- e) The project or service must be in the planning stages. CTCC does not fund completed projects.

The following information must be completed, and the application signed by an officer of the organization requesting funding from CTCC. If the space provided is inadequate for your answer to any question, please complete the answer to such question on an 8 ½" x 11" piece of paper and attach it to this form. Also attach a summary of previous CTCC grants received by your organization.

1. Organization Name: _____

2. Organization Address: _____

3. Name, Address, and Phone Number of Contact Person:

4. Organization related questions:

a. Is your organization a recognized 501(c)(3) organization? _____

i. If so, what is your IRS Tax Identification Number? _____

ii. If not, are you related in any way to a recognized 501(c)(3) organization?

b. Date incorporated or formed: _____

c. Purposes for which your organization was formed and/or presently operates. Please include a description of present and proposed future activities.

5. a. State the amount of money your organization is requesting, the purpose to which such money will be applied, and the total amount of the project or service:

b. How will the remainder of the money be raised for this project?

c. Give a general timeline of the project from the time of receiving the grant to the final completion date.

d. Additional comments that the CTCC Board should consider when reviewing your grant application?

e. Explain how your project fits the CTCC guideline criteria.

Recipients of funding from the Cranberry Township Community Chest are required to submit a written declaration of the actual usage of the distributed funds within six (6) months of receipt of funds. This declaration must be signed by an officer of the organization. By signing below, agreement to this stipulation is understood and accepted.

DATE: _____

ORGANIZATION: _____

SIGNATURE AND TITLE OF OFFICER:

PRINTED NAME AND TITLE: _____

Please submit the completed form by one of the following methods:

1. e-mail it to Info@ctcchest.org
2. fax it to 724.776.5488 or
3. mail it via USPS to CTCC, 2525 Rochester Road, Ste. 450, Cranberry Twp., PA 16066

For CTCC Use Only

Name of Grant Requester: _____

Sponsor Nonprofit Organization: _____

Date of Request _____

Project: _____

Amount of Request: _____

Total Amount of Project: _____

Application Approved: ____ (Date) _____ **Denied:** ____ (Date) _____

Amount Granted: _____

Check # _____ **Date Mailed:** _____