

**Permanent Endowment Fund
For Martha's Vineyard
James P. Cahen Fund**

The Island's Community Foundation

GRANT APPLICATION AND BUDGET FORM

Organization Name: _____

Mailing Address: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Contact Person: _____

Phone Number: _____ E-mail Address: _____
(if different from above) (if different from above)

Name of Program Being Requested: _____

Total Project Budget: _____ Amount Being Requested: _____

Organization's Mission: _____

What issues or groups does your project address? (Select the one that best describes new project)

- | | |
|------------------------|-----------------------------|
| _____ Arts and Culture | _____ Housing |
| _____ Education | _____ Safety |
| _____ Elderly | _____ Social Services |
| _____ Environment | _____ Children/Youth |
| _____ Health | _____ Other (specify) _____ |

Please provide a work plan of the project's major element(s) and when they will be completed. List them from first to last.

<u>Activity</u>	<u>Completion Date:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What, if any, other organization(s) will you work with to accomplish this project? Is the involvement, support or assistance from other organizations required for your project to be successful? Please provide the names, addresses, contact persons and telephone numbers of any of these organizations. (Letters of support are helpful.)

To be considered, you **must** include **ten (10) copies** of your application to the Permanent Endowment Fund. Only **one** copy of your backup documentation (outlined below) is required.

Please mail your completed application to:

**The Permanent Endowment Fund for Martha's Vineyard
C/O Dukes County Savings Bank Trust Dept.
Box 602
West Tisbury MA 02575**

Project Budget

(Please use additional sheets to itemize or amplify your request)

Project Income/In-Kind Sources

Source	Income from all sources	In-kind	Total
Permanent Endowment Fund			
*TOTAL income:			

* Include both cash & in-kind sources of income.

Project Expenses

<u>Budget Category/Item</u>	<u>Permanent Endowment Fund</u>	<u>Other Sources</u>	<u>Total</u>
Personnel Costs			
Contract Services			
Space Costs			
Equipment Costs			
Supplies			
Other			
TOTAL expenses:			

Grant seekers should include **one** copy of each of the following documents with their requests the Permanent Endowment Fund as attachments:

1. Internal Revenue Service 501(c) (3) approval
2. Names of Board officers and members
3. Most recent audit or financial report to Board
4. Annual report (if available)

5. Non-discrimination policy or statement