



SHERWOOD CARES

SHERWOOD COUNTRY CLUB CHARITABLE FOUNDATION

Serving children and families in our community by supporting programs that address educational, medical, nutritional and safety needs.

The Sherwood Country Club Charitable Foundation (the “Foundation”) provides financial support to nonprofit organizations in our local community. Funding may be awarded to grantees for ongoing program expenses, specific projects, or for capital improvements or campaigns.

All funds must be distributed to an organization exempt under Internal Revenue Code Section 501(c)(3) and designated "not a private foundation" as defined in Internal Revenue Code Sections 509(a) and 170(b)(1)(A). Please note, the Foundation does not provide grants to groups that operate primarily as fundraisers for other charitable organizations.

The Foundation accepts electronic grant applications in two award cycles each year, January 1 through the last day of February and July 1 through August 31. All grant applications will be reviewed by the Foundation’s Grants Committee and approved by the Foundation’s Board of Directors. Applicants will be informed of the Foundation’s decisions regarding their requests upon completion of the Board's review, which will be in May and October for the first and second award cycles, respectively.

All applicants must complete the downloadable fill-in application form. It includes basic information about your organization, a narrative section, and a section listing required attachments. After your application is received, a member of our Grants Committee may follow up with you to discuss your organization and discuss any needs for additional or clarifying information and/or schedule a site visit as appropriate. The entire grant process - from submission of your proposal through a final decision by our Board of Directors – will take approximately two or three months.

In general, if an organization's proposal is declined funding by our Board of Directors, the Foundation recommends that the applicant wait a year before submitting another request.

The following form should be filled out completely using Adobe Acrobat Reader. Please completely download the document to your local computer, and save it, before entering any data into the form. Save your completed form to your local computer's hard drive and then e-mail it along with all attachments to grants@sherwoodcares.org.

If you wish to contact the Foundation’s Grants Committee: grants@sherwoodcares.org.



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Grant Application Form and Attachments

General Information

Date Prepared

1. Name of Organization:
2. Address of Principal Office:
3. Addresses where services are delivered:
4. Contact Person:
Title:
Telephone Number:
E-mail Address:
Website:
5. Was organization founded as a nonprofit? Yes No
6. Has organization qualified as tax exempt under IRC Section 501(c)(3)? Yes No
7. What is your Federal ID Number?
8. Has organization been designated by IRS as "not a private foundation" as defined in IRC Section 509(a) and 170(b)(1)(A)? Yes No
9. When was your organization incorporated?
Where?
10. Have you received prior funding from the Foundation? Yes No
If "yes," please list year(s) and amount(s):
11. Amount of current grant request \$

12. Annual spending for your entire organization:

Program costs	\$	%
Fundraising costs	\$	%
Administrative costs	\$	%

13. Are your organization's financial statements audited? Yes No (If yes, how often and by which firm?)

14. Grant Prepared By:

Name:

Title:

Address:

Telephone:

E-mail Address:

Grant Request Narrative Information

15. Please include a one-paragraph summary of your proposal. What are the most important points you would like us to know about your organization or project? *O czko wo "36"hpgu+

16. Your organization or project meets what community needs? Why is your organization well positioned to meet these needs? *O czko wo "38"hpgu+

17. What is the geographic area(s) in which services are delivered? Please note that the Foundation supports programs that deliver services within a 25-mile radius of Sherwood Country Club. *O czko wo "6"hpgu+

18. Please describe the history of your organization and address your growth in terms of programs offered, number of clients assisted, number of volunteers supporting, amount of funding raised and other relevant metrics. *O czko wo "37"hpgu+

19. If this is a new program offered by an existing organization, how does it fit within the overall goals of your organization? *O czko wo "32"hpgu+

20. What are the specific expected outcomes of the program, for this year and long term? *O czko wo "32"hpgu+

21. Will you be collaborating with other agencies? If so, please list, and describe how your program complements other programs. *O czko wo "32"hpgu+

22. What are the qualifications of your key personnel? *O czko wo "37"hpgu+

23. What is the expected project timeline and completion date (if applicable)? *O czko wo "6"hpgu+

24. What is the funding deadline for the project (if applicable)? *O czko wo "6"hpgu+

25. If this grant request is for an ongoing program, how do you plan to fund the program in the future?
*O czko wo "32"hpgu+

Required Attachments:

- A. Letter from the United States Treasury Office stating your organization is tax exempt under Internal Revenue Code Section 501(c)(3) and "not a private foundation" as defined in Internal Revenue Code Sections 509(a) and 170(b)(1)(A). No grant will be considered for an organization that does not have this status.
- B. Most recently filed Form 990 or 990EZ.
- C. List of officers, Board of Directors, and major donors and their affiliations (if not included on Form 990).
- D. A copy of your organization's overall operating budget for the current fiscal year, along with a budget narrative. Additionally, if applicable, a copy of the budget for your specific project.
- E. Financial statements for the previous two years, and interim financial statements for your current fiscal year. If financial statements are audited, the most recent audited financial statements with two-year comparison.
- F. A detailed timeline of the project, if applicable.
- G. Other sources of support for your organization (or specific project as applicable), including names of current and prospective donors, the amount of funding requested, and any funding pledged or received to date.