

Plymouth Congregational Church Foundation  
**GRANT APPLICATION GUIDE**

Grant applications are accepted and grants are awarded by the board of directors of the Plymouth Church Foundation twice annually. Grants typically are funded for one year. Multi-year projects must be identified as such in the initial application. Renewed funding is not automatic, although the need for continued funding will be considered during the initial review process.

Applications must be signed by a Plymouth Church board or committee chairperson. If the grant is funded, the board or chairperson agrees to comply with the Foundation policies and requirements, which includes providing a final report evaluating the outcomes/results of the grant. That final report is due to the Foundation Grant Committee no later than 90 days after the grant funds have been spent. Any unused funds must be returned to the Foundation.

**Applications are due to the Grant Committee April 1<sup>st</sup> and October 1<sup>st</sup>.**  
**Award decisions are made at board meetings in May and November.**  
**Grants are awarded in June and December.**

Please answer the following questions and submit the application to Plymouth Director of Administration, Jennifer Hines. For additional information contact Ms. Hines or a Foundation board member.

1. What is the purpose and goal of this grant?
2. Who will be served by this grant? *(Please be as specific as appropriate)*
3. What is the anticipated outcome? How will you measure the results?
4. What is the timetable for implementing this grant?
5. What is the total amount requested? (Please provide an itemization of what's included in the total request.)
6. Are there other sources of income as part of this request? If yes, please elaborate.

\_\_\_\_\_  
Signature of Board or Committee Chairperson

\_\_\_\_\_  
Date

*Please submit the completed application to Jennifer Hines, Director of Administration, Plymouth Congregational Church.*

*jhines@plymouthchurch.com, 515-255-3149 ext. 19*