



The Cottage Grove Community Foundation COMMUNITY GRANT INSTRUCTION SHEET & APPLICATION FORM

Applying for a CGCF Community Grant

Even if your organization has previously applied for grants, you must still Email in PDF format the following information, using the attached application form:

- A completed and signed Application Form,
- A copy of the organization's letter from the IRS detailing your tax-exempt status or other official statement of tax-exempt status,
- A list of the board of directors with daytime phone numbers,
- The last annual financial statement or audit for the organization - Governmental organizations (i.e. SLSD) are exempt from this requirement,
- The organization's budget for the current year. Governmental organizations (i.e. SLSD) are exempt from this requirement,
- The project budget for the grant you are submitting for funding. Include expenses by category (e.g. materials, personnel, services, etc.) and total funds required with a list of all pledges or fund commitments by other organizations or individuals as requested in question.

Review the CGCF Community Grant Guidelines to ensure you are an eligible organization and that your project or program qualifies for a community grant.

Incomplete applications will be disqualified.

Please limit your grant application form to 3 pages. You may remove this instruction page – it is not part of the 3-page limitation.

Deadlines for the Community Grant Program

All applications must be received in the Cottage Grove Community Foundation Email director@cgcfoundation.org by midnight December 2, 2025. Applications received after this date will not be considered.

Award notification

Decisions about funding are made at CGCF's February board of directors' meeting. Applicants will be notified of the board's decision no later than two weeks after the February CGCF board meeting.

Eligibility for the Community Grant Program

Applicants for the Community Grants Program:

- Applicants must have an IRS non-profit status confirmation. If selected as a recipient, organizations with other than a 501(c)3 designation will have additional reporting requirements.
- Are expected to complete all parts of the application form and provide all required attachments. If you do not possess the requested information, please tell us why.
- Applications will **not** be considered unless the full application is complete and is submitted using the 2026 application form below.
- Must have completed their project and submitted required evaluation reports for all prior CGCF grants.



The Cottage Grove Community Foundation
COMMUNITY GRANT APPLICATION FORM

Email completed and signed application form and all attachments to:
director@cgcfoundation.org

For office use only.

Received on _____

Assigned Project No: **2026-**_____

Choose only one category:

☐ Education

☐ Medical

☐ Civic

☐ Social

☐ Cultural

☐ Other

Application must be received in the Cottage Grove Community Foundation Emails by midnight Tuesday, December 2, 2025. Please type answers to each question in the space provided. Please limit your Application Form to a maximum of three (3) pages.

Organization Name: _____

Address: _____

City/Zip code _____

Contact Person: _____

Name	Title	Phone	Email address
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Organizations that have an IRS non-profit designation are eligible to apply.

What is your current valid non-profit status? (Please check one of the following)

☐ 501(c)3 ☐ 501(C)4 ☐ 501(c)6

☐ Other - please describe _____

IRS Tax number _____

PROPOSAL INFORMATION

1. Project title: _____

2. Funding - What is the amount of grant funds being requested? \$ _____

3. Total project costs \$ _____ Funds currently committed \$ _____

Please attach a copy of the program *project* budget for this grant to all copies of this application. Include expenses by category (e.g. materials, personnel, services, etc.) and total funds required with a list of the sources of all pledges or fund commitments by other organizations or individuals

4. Briefly state the specific project or use to which these funds will be applied:

5. What will your project accomplish and how does your project address the need in Cottage Grove? Describe the problem that needs to be fixed and how the program components of your project serve those needs. How will our community change as a result of your project?

6. How will you measure results and determine if your project was a success? Who and how many people in Cottage Grove will be impacted by your project?

7. Timetable (preference for grants used by mid-August):
Project start date:_____ Project end date:_____
Date when funds will be used:_____

8. What is the purpose or mission of your organization and how does this project support your mission?

9. How many members are on your Board of Directors? _____
Remember to attach a list of your current board and their day-time phone numbers.

10. How will you support the project if CGCF cannot provide the full funds requested?

11. If your request was overfunded, how would you use those funds and still be within the required criteria?
12. List other groups you know that are addressing the same or related purposes or mission and the extent of your coordination with each in developing this proposal.
13. Check which of the following requests will be used:
☐ Special Program ☐ One-time capital expenditure
☐ Operating support (start-up only – see CGCF Community Grant Guidelines)
14. How will you sustain the proposed activities? Describe your plan for securing the financial, human, and in-kind resources needed for the program.
15. If this grant is approved, how will you recognize Cottage Grove Community Foundation in your publicity about the grant?

I certify that the above and attached information is correct and that I am authorized by the governing board of this organization to submit this grant application to the Cottage Grove Community Foundation.

Signature _____
Signature of Executive Director or Board Chair

Name (print) _____

Title (print) _____ **Date** _____

For CGCF use only:

- ☐ Signed, complete app ☐ IRS letter ☐ BOD list ☐ Annual Financial Statement
☐ Current budget ☐ Project budget