The Cottage Grove Community Foundation

COMMUNITY GRANT INSTUCTION SHEET & 2027 APPLICATION FORM

Applying for a CGCF Community Grant

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

- A completed and signed 227 Grant 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 budget for the project you are applying 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;
- **NEW** – Provide a video answering the questions included in the Community Grant Guidelines; and
- **NEW** – To receive grant funds, recipients must be present or send a representative of the organization to the Grant Awards Ceremony which will take place mid-March 2027.

Please limit your grant application form to 4 pages. You may remove this instruction page – it is not part of the 4-page limitation

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

DEADLINE – MIDNIGHT – DECEMBER 1, 2026

All applications must be received in the Cottage Grove Community Foundation's email at director@cgcfoundation.org by the deadline. Late applications will not be considered. Incomplete applications will be disqualified.

Award notification

Decisions about funding are made at CGCF's February Board of Directors' meeting and applicants will be notified of the board's decision no later than two weeks later.

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 and video link. 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 2027 application form below.
- Must have completed their project and submitted required evaluation reports for all prior CGCF grants.

COTTAGE GROVE COMMUNITY FOUNDATION

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: **2027-**____

Choose only one category:

- ☐ Education
- ☐ Medical
- ☐ Civic
- ☐ Social
- ☐ Cultural
- ☐ Other

Applications must be received via email by midnight Tuesday, December 1, 2026.
Please type answers to each question in the space provided. Limit your Application Form to a maximum of four (4) pages, not including the Instruction Sheet.

Organization Name:

_____

Address:

_____**City/Zip code**_____

Contact Person:

_____

Name *Title* *Phone* *Email address*

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?

16. Link to your YouTube video addressing the following: 1) Describe your organization and the ways in which it positively impacts the Cottage Grove community. 2) How will this grant, if awarded, directly benefit Cottage Grove and the residents you serve? 3) In addition to this project, what other work is your organization currently doing in Cottage Grove? 4) What are the primary milestones and key steps required to complete this project? 5) Is this project designed to provide long term value to Cottage Grove, or is it intended as a short term, targeted initiative?

    Link:_____

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 ☐ Video