



### **Small Grant Application Form**

Guidelines: The Helena Exchange Club will consider the following statements in awarding grants.

- 1) *Normal Grants will be in the \$100.00 through \$500.00 range*
- 2) Grants usually will only be given to recognized non-profit organizations, or individuals deemed to be in need of our help.
- 3) Priority will be given to those most in need and/or youth oriented.
- 4) Other factors influencing our decision will be:
  - Purpose and need.
  - Number and age group of people to be helped.
  - Procedure and accountability to be followed.
  - Has the Grantee received Helena Exchange Club grant funds previously (within the last 3 years)?
  - Is the Helena Exchange Club the only contributor to this project? If not, how is the balance being raised?
  - How will the organization report back to the Helena Exchange Club on the project
- 5) Please return the completed form to:

Helena Exchange Club,  
Attn: President, PO BOX 1054, Helena, MT. 59624, or to  
HelenaExchangeClub@gmail.com.

The Helena Exchange Club may request more information in order to make funding decisions.

Requests will be acted upon by the Helena Exchange Club within 30 to 60 days.

In the Shadows of the Continental Divide  
HELENA EXCHANGE CLUB  
PO BOX 1054, Helena, MT. 59624

SUBMISSION DATE: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

APPLICATION QUESTIONS

1. Type of Request: \_\_\_\_\_  
(i.e. Project, Capacity, Operating Support, Capital Campaign, Matching/Challenge)
2. Requested Amount
3. Project Title: \_\_\_\_\_
4. Describe the Organization's history, mission, and goals:
5. Purpose of Request
6. Describe who will primarily benefit from this project. Please provide demographics and numbers to be served.
7. How will you evaluate the success of this project?
8. Should you be awarded funding, how will the Helena Exchange Club be recognized?

**FINANCIALS:**

Total Annual budget for Organization: \_\_\_\_\_

Please include a specific budget for this project or program

Have you received a grant from the Club within the last three years?

If "Yes", when: \_\_\_\_\_ Amount: \_\_\_\_\_ Project: \_\_\_\_\_

Is the Helena Exchange Club the only source of funding for this project? If no, please include other Funding Sources and amounts that you have sought and received for this project.