



Large Grant Application Form

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

- 1) Large grant funding for projects over \$500.00 will be awarded only for one time projects that do not require our continual funding.
- 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
elenaExchangeClub@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: _____ **Phone #** _____

Email Address: _____

REQUEST DETAIL

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. Grant Request Summary
 - a. Please provide a brief description of your grant request (one paragraph or less). You will be able to go into more detail below.
6. Purpose of Request:
7. Current status of this project:
8. What are the goals and objectives of the project for which you are requesting funds?
9. Describe who will directly benefit from this project. Please provide demographics and numbers to be served.
10. How will you evaluate the success of this project?
11. Please briefly justify why a grant from the Helena Exchange Club would be catalytic for your work. In other words, why would a grant from the Helena Exchange Club uniquely support your work in ways that other funding sources cannot?
12. 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.