



ACBL EDUCATIONAL FOUNDATION

Grant Request for Less Than \$5,000

This Form is For Use By Applicants With A Connection to ACBL Programs in a District or Club.

Please download this form, fill it out on your computer, and email the completed form to: Kristen@ACBLEducationalfoundation.org

ORGANIZATIONAL INFORMATION

1. Please enter the following requested general information:

Date of application: _____

Sponsoring organization's legal name: _____

Purpose of organization:

Address: _____

ACBL Unit & District: _____

Project Director: _____

EIN #: _____ ACBL Player #: _____

Player's address: _____

Player's phone (home, cell): _____

Email address: _____

How many times have you received a grant from the Educational Foundation? _____

2. Please enter the following requested financial information for your organization:

| | FY Income | FY Expense |
|---------------------|-----------|------------|
| Current Budget Year | \$ _____ | \$ _____ |
| Previous Year | \$ _____ | \$ _____ |
| Year Prior | \$ _____ | \$ _____ |

3. **Personal References** (three required). These should be people who are familiar with your educational efforts related to bridge.

| Name | Phone | Email Address |
|------|-------|---------------|
| | | |
| | | |
| | | |

4. **Names and Qualifications of Teachers:**

PROGRAM/PROJECT INFORMATION

5. **Please describe the purpose of your project/program in detail.** (You may attach a lengthier summary to supplement this section, maximum 1 page.)

6. **Please enter the following additional program/project information:**

Program/Project title: _____

Amount requested: _____ to be spent between _____ and _____

How funds will be used specifically: _____

Estimated number of individuals to be served: _____

Are matching funds available? Will this grant leverage other dollars? Yes No

If yes, from whom?: _____

Please describe: _____

Do you plan on partnering with other organizations/businesses to make this project a greater success?

Yes No If yes, please name: _____

7. Proposed Project Allocations:

| Program Expenses (e.g., Advertising, Equipment, etc.) | \$ requested from ACBLEF | \$ support from other sources | TOTAL AMOUNT |
|--|-------------------------------------|--|-------------------------|
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| TOTAL: | | | |

8. Goals:

Projects that have clear, measurable goals are more likely to accomplish them. What are your specific goals for the project (*you may list up to 3*)? How will you measure each of them? You will be reporting on these goals in your **Project Summary and Evaluation Form** which is required one month after your project is completed. (*Please submit a separate page if your information does not fit into the table.*)

| Goal | Description | How will you measure it? |
|------|-------------|--------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Please explain: Now that you have stated your goals and how they will be measured, what would “Very Successful” look like? What would “Somewhat Successful” and “Not Successful” look like?

| Goal | Very Successful | Somewhat Successful | Not Successful |
|------|-----------------|---------------------|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

9. Other Comments: Please provide any additional information that could help us make our decision.

10. Process:

Within two weeks of submitting the application, the Grant Administrator will send you via email a confirmation that it was received. (If you do not receive a confirmation, please contact the Grant Administrator at: Kristen@ACBLEducationalfoundation.org.)

The Grant Administrator will also contact you prior to the next Educational Foundation meeting to discuss your application. Finally, at the completion of the Educational Foundation meeting the Grant Administrator will let you know by phone and email how your application fared.

If the grant is approved, to whom should the check be made payable?

Name: _____

Address: _____

POST GRANT REQUIREMENTS

11. If your application is approved, you are required to submit an Interim Progress Report and a Final Project Summary to the Educational Foundation no later than ONE MONTH after program/project is completed. (Find forms under "How to Apply" on this website)

We hope the information gleaned from these forms will help those who are working to bring the game of bridge to others.

Project Contact Person:

Name: _____

Title: _____

Email: _____

Phone: _____