

Galloway Ridge Chatham County Charitable Fund Application – what you will need

1. Organization name

- Address
 - Website
 - Tax ID (EIN)
 - Year established
 - Executive Director/CEO
 - Primary contact name and title
 - Phone number
 - Email address
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2. Organizational Overview

- Mission and purpose
 - Brief history of the organization
 - Core programs and services
 - Community impact to date
 - Description of parent organization (if applicable)
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3. Statement of Need

- Community need or problem being addressed in Chatham County
 - Relevant data and local context
 - Population most affected
 - Demographics served
 - Age groups
 - Geographic area
 - Underserved populations
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4. Program/Project Description

- Program/project name
 - New or existing program
 - Purpose of the program/project
 - Number of individuals served
 - Goals
 - Key Activities
 - Specific services or activities provided
 - Timeline
 - Brief implementation schedule
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5. Outcomes and Evaluation

- Measurable results anticipated
 - How success will be measured
 - Metrics and tools used
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6. Project Capacity

- Staffing overview
 - Number of full-time employees
 - Number of part-time employees
 - Number of volunteers
 - Experience and qualifications of the person overseeing the organization and grant implementation
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7. Budget Request

- Total project budget
 - Amount requested
 - Other funding sources
 - Personnel
 - Program supplies
 - Equipment
 - Administrative costs
 - Other expenses
 - Total expenses
 - One-page summary of income and expenses from the past 6 months
 - Pie chart of expenses (if available)
 - Explanation of how funds will be used
 - Justification for major expenses
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8. Supporting documents

- IRS 501(c)(3) determination letter
- Most recent financial statements or audit
- Board of Directors list