**Portland Community Fund Association**

**Request for Funding Support**

**(Distribution March 2023)**

**(This form must be received by January 16, 2023)**

**INFORMATION ABOUT THE ORGANIZATION:**

 Name of Organization:

 Address:

 Website:

 Purpose of Organization:

**The organization is: (Please check one)**

Non Profit \_\_\_ 501(3c)

 Public Funds \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Are you a Tax Exempt Entity? \_\_\_Yes \_\_\_No

**The Board Members are:**

 **Name Title**

Please attach list if more room is needed

**ORGANIZATION CONTACT INFORMATION:**

 Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number of Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Contact: \_\_\_Text \_\_\_Email \_\_\_Phone

**ORGANIZATION FINANCIAL INFORMATION**: Please send a copy of one of the following with this application

Annual Financial Statement (Balance Sheet and Income Statement)

Annual Tax Return

Your Annual Budget (in Dollars) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Cost (Include Salaries and Marketing) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Needs:**

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

Please tell us the number of people in the Portland School District that are impacted by your organization:

How much is your organization asking for? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will your organization use these funds for? (Please be as specific as possible - if you have documents related to the specific project/need, please feel free to include a copy as an attachment)

**If more space is needed - please feel free to attach documents**

**If you received funds from us last year - please tell us how those funds were used: (please be as specific as possible).**

Amount Received: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How were these funds utilized? What was the impact of this work?

Were any matching funds utilized to accomplished the outcomes listed above?

Any funds received in 2022 will need to be documented on how they were used to support the

Portland Community. Please be prepared for this if you wish to receive funding in future years.

**Whats Next:**

Mail application along with your Financial Statement or Tax Return to:

 Portland Community Fund Association PO Box 524

 Portland, MI 48875

**OR**

Email your application and required attachments to: **pcfgrants.allocations@gmail.com**

**WE MUST RECEIVE THIS INFORMATION BY January 16, 2023 IN ORDER TO BE CONSIDERED FOR FUNDING. PLEASE NOTE: Incomplete applications will not be reviewed.**