



## **Rock Island Community Foundation Instructions**

1. Include a copy of your IRS determination letter as a 501c3 tax-exempt organization.
  
2. Line 1 Name of your organization as it appears with the IRS.  
Line 2 Amount of funds being requested.  
Line 3 Give a brief yet concise description of the project including the specific use of the funds requested.  
Line 4 Give a budget breakdown of the project for which you have requested funds.  
Line 5 List the geographic area that will benefit from the requested funds.  
Line 6 Give a brief description of your organization including a brief history and your organization's purpose and objectives (mission statement).  
Line 7 List your organization's funding sources.  
Line 8 List the individuals on your Board of Directors.  
Line 9 Name of the contact person for this request.  
Line 10 Address of your organization.  
Line 11 Telephone number and E-mail where your contact person may be reached.  
Line 12 Date this request is completed.  
Line 13 Signature(s) reflecting approval by the leadership of your organization.
3. Please limit any attachments (in addition to the IRS determination letter described in item #1 above) to a total of 2 pages.
4. Return the completed request to the following address:  
Rock Island Community Foundation  
1800 3<sup>rd</sup> Avenue, Suite 302  
Rock Island, IL 61204-3331
5. Funding requests must be postmarked to the Foundation by June 30th.
6. As a condition of receiving any grant, the applicant agrees that they will submit a summary of the purpose and date of use of the funds received.