



**MLTA FOUNDATION
GRANT APPLICATION FORM**

Applicant/Sponsor: _____

Sponsor's Chief Official: _____

Title: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax Phone: _____

Federal Identification #: _____

Name of Project: _____

Amount of Money Requested: _____

Date you will begin grant portion of the project (month/year): _____

Date you will complete the work on the grant portion of the project (month/year): _____

General Instructions:

COMPLETED APPLICATIONS MUST BE RECEIVED BY MLTA FOUNDATION, P.O. BOX 6322, HELENA, MONTANA, 59604.

Complete the front page of the application as it appears. Proposals must be prepared and presented in a professional manner.

Please complete the following sections. Number all portions of your responses to correspond to the application itself. Responses, although providing comprehensive information, should be concise, thorough and limited to no more than two, type-written pages per section. The total score awarded to the applicant will be the combined scores of each section.

ALL QUESTIONS MUST BE COMPLETED AS ASKED. FAILURE TO COMPLETE A QUESTION WILL ELIMINATE THE APPLICATION FROM FURTHER CONSIDERATION.

Questions concerning the program or application process may be directed to MLTA Foundation (406-443-5694).

Section Criteria: (A maximum of 500 points to be awarded for the application's sections II-V). **INCOMPLETE applications will not be considered.**

I. Project Outline (Pass/Fail)

Please answer each of the following questions in 1-4 sentences:

- (A) What is your project?
- (B) What would the funds be used for?
- (C) Is there a funding match?

II. Proposed Project Administration (150 total points for this section):

- (A) Detailed project description specifying how the project will comply with the purpose of MLTA Foundation by enhancing your charitable or educational objectives. Please include the project location, project sponsor, and clearly outline the total project.
- (B) Please complete questions B1-B4:
 - 1) A detailed development and implementation timeline in three month segments for use of the MLTA Foundation funds in the proposed project.
 - 2) A detailed development and implementation budget for the entire project, specifically identifying the amount of MLTA Foundation funds to be used for each phase of the proposed project.
 - 3) Budget of other funds for the entire project including proposed project development, including implementation and operation of project.
 - 4) Budget totals.

III. Financial Profile (100 total points for this section):

(A) Proof that your sponsor has current IRS non-profit status or that the sponsor is operating under the non-profit status of a city, county or state.

(B) A list of other fundraising projects and project development experience (not including grant writing) the sponsor has completed and a list of the responsibilities involved with those projects. Also include the amount of money that was raised for each project.

(C) Provide a detailed explanation of how the project sponsor will be financially involved in the project, in the fundraising from other sources and the administration of the project.

IV. Need for Project (150 total points for this section):

(A) Describe how the proposed project will have a benefit on the local area, region and state.

(B) Describe what social impact, "quality of life," the proposed project will have on the local area, region and state.

(C) Letters of support from community, civic, regional and/or state leaders expressing strong cross section support.

CERTIFICATION

On behalf of the organization identified on this application, I certify that the submitted application meets all the eligibility requirements for MLTA Foundation Grant.

The application hereby certifies:

- (A) That the applicant will comply with all applicable laws and regulations prohibiting discrimination on the basis of race, sex, religion, national origin, age, or handicap.
- (B) The applicant is aware the Foundation must comply with certain state requirements which may impact proposed projects.
- (C) To the best of my knowledge and belief, the information contained in this application is true and correct and the documentation has been duly authorized by the governing body of this application.

Signature (required)

Name Printed

Title

Phone #

Date