

## **Robert J. Sullivan Fund Grant Application**

The Robert J. Sullivan Fund carries on his legacy and wishes to support the citizens of Bradford County, PA.

This application will be reviewed by the Bradford County Advisory Board and approved by the CFTT Board of Directors. **Deadline is Thursday, September 21, 2023 at 5:00 pm** to be received at cfield@twintierscf.org

Applicants who have not submitted an evaluation form for previous Robert J. Sullivan Fund grants by the grant deadline will not be considered for funding during this grant cycle.

Notification of awards will be early December. Org	anizations may apply annually for or	nly one grant.
Date of Application:	Amount Requested:	
Legal Name of Organization Applying:(Should be same as on IRS determination letter and		
Alternate Name/Acronym:		
Mission Statement:		
Current Operating Budget:Date of la	st audited or reviewed financial state	ements:
Is the organization tax-exempt under section 501(c)	(3) of the Internal Revenue Code?	Yes or No
Tax ID or EIN Number: Yes	ar Founded:	
If you are another qualifying entity, please indicate	which of the following: School	Governmental
Church or Religious Organization for Communit	ty Benefit Project	
President/Executive Director:	Email Address:	
Contact Person:	Title:	(If different
from President/Executive Director)		
Email Address:		
Phone Number: ()		
Address (Principal Administrative Office):		
City/State/Zip:		
Phone Number: ()	Fax Number ()	
Website:		



Project/Pro	ogram Title:				
Category T	Γhat Best Describes  Environment	s Your Request: E		ealth & Human Services	Arts & Culture
Civic	Environment	Recreation & Four	n Other (Pi	ease Specify)	
Purpose of	Grant (One senten	ice):			
Project Be	egin Date:	Pro	oject End Date:		
Amount R	Requested:	To	otal Project Cos	t:	
			J		
Geographi	c Area Served:		Num	ber of People Served:	
Type of Su	apport Requested:	New Program	Existing Pro	ogram Other (Please	e Explain)
Signature,	, President/Executi	ve Director:			
Printed Na	ame and Title:			Date:	



## Robert J. Sullivan Fund Grant Application Narrative Form

_	<b>osal Summary (Executive Summary):</b> The Proposal Summary should include the name of the the amount of funding requested and a general description of how the funds will be used.
•	Name of the project:
•	Amount of funding requested:
•	General description of how the funds will be used:
organiz	canization Description: The Organization Description section should include a description of the cation, the partnerships and relationships that will be important for carrying out the activities by the grant and approval by any governing body such as a school board.
•	Description of the organization:
•	Any partnerships/relationships that will be needed to support grant activities:



• Governing body that has approved the grant submission:

III. Why this project is being proposed: This section should include an explanation of the problem that has created the need for the program that will be funded by the requested grant. It should also provide evidence that the problem or need exists.
• Describe the problem or need. Include any data or other evidence that the need exists.



•	Will the project or program	nave positive inf	luence or rep	ercussions el	lsewhere i	n the	e commun	ityʻ
	If yes, please explain.							

IV. Project Description (Program Narrative): The Project Description should include a detailed description of the program that will be funded by the requested grant. This description should include what products or services you promise to deliver to what population, and what results you expect to bring about. Explain the goals and activities of the project, how they will be achieved, and how success will be measured. The Project Description should include information about the staff who will work on the project and their experience and qualifications to perform the activities that will be funded.

- Target population: What population will directly benefit from this project? Approximately how many people does this represent?
- Goals of the project: What are the desired results or outcomes? What specific products or services will this project deliver?



•	Project activities: What specific actions or activities will occur to achieve the project goals?				
•	What is the timeline for accomplishing these actions or activities?				
•	How success will be measured: What is the evidence that the proposed project will contribute to a solution or reduce the harmful impact of the problem? That is, what is the positive <i>impact</i> or <i>benefits</i> of reaching the goal(s). (Note that success measures are <i>not</i> simply achieving the project goal(s) themselves. Defining tangible success measures answers the question of <i>why</i> this project should be undertaken.)				



•	(If applicable) How will the project continue after funding has ended? That is, how sustainable is the project's continued operation?
•	How will the project be structured, staffed, and managed? What is the experience and



V. Budget: Complete the following budget table. Include categories of expenditures, including how much funding will come from the requested grant and how much funding will come from other sources.

<b>Expenditure Category</b>	(A) CFTT/Robert J. Sullivan Fund Grant	(B) Funds From Other Sources	Total Cost (A+B):			
	Request					
Salaries						
Equipment						
Rent/Mortgage						
Utilities						
Transportation						
Other (please list)						
Total						
Please ensure that "Other	Funding" includes revenue	from: • Grants/Contracts in	ncluding local, state or			
	_	orporations, and individuals				
	-	ome • In-Kind Support • O				
Application Submitted By (Name and Title):						
Date:						
Applicant Contact Inform	ation:					
E-mail:						
DI.						



If you are selected for a grant award a report will be due to CFTT one year from the grant award date highlighting outcomes/successes.

If you have any questions about this application, please contact: Charity Field at 570.888.4759 or email: <a href="mailto:cfield@twintierscf.org">cfield@twintierscf.org</a>

Electronic submission of the application is required. If other arrangements are needed, please contact: cfield@twintierscf.org