2018 Couch Family Foundation Annual Grant Application or Sponsorship Request

Couch Family Foundation

Introduction

The Couch Family Foundation is pleased to accept your organization's application.

The Foundation considers proposals for Annual grants from current grantees (i.e., organizations that received unrestricted funding from the Foundation in 2017).

Please review the following eligibility criteria for this grant application:

- The organization is a 501(c)3 non-profit or is fiscally sponsored by a 501(c)3 organization.
- The organization is located in or serves the Upper Valley region of New Hampshire and Vermont or the Island of Martha's Vineyard.
- The organization is a **current grantee** of the Foundation (i.e., received unrestricted support or sponsorship support from the Foundation in 2017) and is seeking unrestricted support or sponsorship of an event in 2018.

If you are seeking project-specific funding, please complete the *2018 Couch Family Foundation Community Grant Application*.

If you are unsure of which application to complete, please contact info@couchfoundation.org.

Next Steps
- Please complete the following information, so we may consider your request.
- Upon receipt of your application, you will receive a confirmation email.
- Foundation staff may reach out to you for more information or to request a site visit.
- Foundation Trustees meet quarterly, you will be notified, via email, once a decision has been made.

If the Grant is Approved

- You will receive a notification email.
- You will be mailed a check, and asked to upload a letter of acknowledgement upon receipt of the grant payment.
- No grant report is required.

The Foundation Trustees meet on a quarterly basis (see below), if your request requires a faster response, please contact info@couchfoundation.org.

Please keep track of the length of time it takes to complete this application. You will be asked to provide feedback at the end of this form.

Grant Submission Dates

Below is the 2018 grant calendar.

Quarterly Application Deadline	Notification of Grant Awards
October 15, 2017 - January 5, 2018	March 2018
January 6 - April 5, 2018	June 2018
April 6 - July 5, 2018	September 2018
July 6 - October 5, 2018	December 2018

GuideStar

You may use your GuideStar profile to save time and populate your application form.

To do so, please click on the "Copy GuideStar Profile" button in the top right corner of your screen. Once the response fields have been populated, you may edit them within this application.

If you would like to learn more about the benefits of keeping your non-profit's *GuideStar* profile up-to-date, please use this link.

http://www.guidestar.org/rxb/products/resources/guidestar-profiles-for-grant-applications.aspx

Additional Information and Suggestions

- You may print a list of the application question using the icon at the top right of the screen.
- ***You do not need to complete this application in one session****. At the bottom of the screen is an option to "Save Application".
- You do not need to send a hard copy of this application via postal mail.
- Please note, a final funding decision involves the Foundation reviewing a description of your proposal along with your organization's financial position.
- If you leave out required application information, the system will not allow you to submit without completing the missing section(s). You must then select "Update" and then "Submit Application" to finish the submission process.
- Application submissions will be confirmed by receipt of an email in your inbox.

Questions??

Please contact info@couchfoundation.org, if you would like to discuss prospective proposal ideas or need assistance in the application process.

If you have any questions regarding this online application process, please contact grants manager, Paula Lentoni at plentoni@mottphilanthropic.com

Organization Information

Mission Statement*

Please share your organization's mission.

If you selected the "Copy GuideStar Profile" icon, this section will be pre-populated with your organization's mission as provided on the GuideStar website.

This information may be edited as needed.

If you do not have a GuideStar profile, please enter your organization's mission statement below.

Character Limit: 3000

Year Organization was Founded*
Character Limit: 20

Organizational Overview*
Please provide a brief description of your organization, the history of the organization, and the nature of its work.

Character Limit: 5000

Fiscal Year End Date*
Please enter the end date for your organization's fiscal year.

Character Limit: 10

Please provide your organization's budget (**total expenses**) for the following fiscal years.

Please use **actuals** for past years.

Total Organizational Budget for FY2016*
Please include commas (ex. $1,000,000).

Character Limit: 20

Total Organizational Budget for FY2017*
Please include commas (ex. $1,000,000).

Character Limit: 20

Total Organizational Budget for FY2018*
Please include commas (ex. $1,000,000).
Please enter the organizations anticipated budget.

Character Limit: 20

Organization's Top Five Funders*
Using the format below, please enter your organization's top 5 funders and the amount received for the past 12 months.

(ex. 1. ABC Foundation $500,000)

Character Limit: 500

Request Information

Request Type

Please select the type of support you are requesting.

Choices

Unrestricted Support

Event Sponsorship

Endowment/Scholarship Support

Project Title*

If you are requesting **unrestricted support**, please *enter "Unrestricted Support" as the Project Title.*

If you are requesting **sponsorship support**, please *include the name of the event and the date in the Project Title. (Example: ABC Golf Fundraiser- June 15, 2016)*

If you are requesting **scholarship or endowment support**, please *include the name of the fund in the Project Title.*

Character Limit: 100

Grant Request Amount*

Character Limit: 20

Grant Funding

If you intend to use this funding for a specific purpose, please explain in 1-2 sentences.

Character Limit: 100

Event Sponsorship Information

If you are seeking event sponsorship from the Couch Family Foundation, please list any deadlines related to this request.

(e.g., acknowledgement publication, fundraising deadline, etc.)

If applicable, upload any sponsorship documentation to be completed by the Foundation.

Character Limit: 1000 | File Size Limit: 2 MB

Grant Recognition*

Please describe how the Couch Family Foundation will be recognized publicly for this award, if applicable.

Character Limit: 3000

Additional Funding Needs

Are there any other organizational funding needs you would like to share with the Foundation?

Character Limit: 5000

Previous Funding from the Couch Family Foundation
If you have received funding from the Foundation previously, please list the amount of funding and the project title for the most recently awarded grant year.
If you received multiple awards during this year, please include all awards.

Please use the following format:

2016- $5,000 for Unrestricted Support
2016- $1,500 for XYZ Sponsorship

Character Limit: 250

Feedback

In our continued efforts to improve our application process, please respond to the questions below.

Application Time*
How long did it take to complete this application?

(Ex. 2.5= 2 hours, 30 minutes.)
Character Limit: 25

Application Feedback
*We would appreciate you sharing **any** feedback (good or bad) you have regarding the online application process.*
Please use the space below.
Character Limit: 1000

Attachments

Annual Report
If available, please upload a copy of your organization's most recent annual report.

Alternatively, you may mail an annual report to:

Couch Family Foundation

c/o Mott Philanthropic

800 Boylston Street, Suite 1560

Boston, MA 02199-8129

File Size Limit: 4 MB

Additional Information

If you have any additional information you would like to share with the Foundation, please upload it here.

File Size Limit: 5 MB