



## Application for Organization

**Requests must meet Fund guidelines and certain restrictions apply. Please check all that apply to your request.**

- Humanitarian       Youth       Educational       Civic Development

### Organization Information

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

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name/Title of Person Submitting Application: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Is your organization an IRS 501(c) (3) Not-For-Profit?  Yes  No Tax ID#: \_\_\_\_\_

- Attached is a 501 (c) (3) IRS Confirmation letter.

Has this organization ever applied for a grant from PIE&G Communities First Fund?  Yes  No

If yes, date of application and purpose: \_\_\_\_\_

*Note: An organization can apply once every 6 months. A full 6 months must elapse between grant submissions.*

### Request for Funds

Project Name: \_\_\_\_\_

State purpose of request: \_\_\_\_\_

Grant Request\* \$ \_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_

**\*Not Acceptable**

- Operating Expenses (i.e. overhead, wages, utilities, professional fees, etc.)
- Expenditures already incurred.

List individually other funding sources for this request. Include amounts and whether received, committed, or projected/pending:

Source #1 \_\_\_\_\_ Amount \$ \_\_\_\_\_  Pending  Received  
Source #2 \_\_\_\_\_ Amount \$ \_\_\_\_\_  Pending  Received  
Source #3 \_\_\_\_\_ Amount \$ \_\_\_\_\_  Pending  Received  
Source #4 \_\_\_\_\_ Amount \$ \_\_\_\_\_  Pending  Received

### Attachments

The following **MUST** accompany this application:

- Summary of Project Description – includes goals and objectives, cost estimates, etc. (1 page maximum)
- Financial Reports (i.e. audited financial report, balance sheet, annual report or bank statement)
- Current Form 990 (501(c)(3) tax filing)
- List of organization’s current funding sources
- IRS 501(c) (3) documentation.
- List of Board of Directors and Officers.
- Copy of Bylaws

Optional Information:

- Up to three (3) letters of recommendation/support from business associates (must be familiar with but not affiliated with the organization). *These letters must be typed and signed – 1 page maximum*

*The information contained in this statement is for the purpose of obtaining funding from the PIE&G Communities First Fund on behalf of the undersigned. The undersigned understands that the information provided herein is used to consider the request for funding, that the information provided is true and complete, and that the PIE&G Communities First Fund may consider this statement as continuing to be true and correct until a written notice of a change is provided. The PIE&G Communities First Fund is authorized to make all inquiries they deem necessary to evaluate the application made herein.*

*PIE&G Communities First Fund takes the necessary steps to protect the information submitted, but cannot guarantee complete confidentiality. All information submitted is maintained for inspection by auditors and is not returned to the organization.*

## Signature

Name of Organization: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_  
Print Applicant Name/Title: \_\_\_\_\_  
Board/Officer Signature (if applicable): \_\_\_\_\_  
Print Board/Officer Name: \_\_\_\_\_  
Date: \_\_\_\_\_

*Mail original (8/12 x 11 paper, one sided) application and related documents to:*

**PIE&G Communities First Fund**  
**PO Box 308**  
**Onaway MI 49765**

## Fund Restrictions

The Fund does not make grants for:

- Administrative or general operating expenses (i.e. overhead, wages, utility expenses, etc.)
- Organizations strictly serving outside the 9 county service territory of PIE&G (Alcona, Alpena, Cheboygan, Emmet, Mackinac, Montmorency, Otsego, Oscoda, and Presque Isle).
- Religious activities or programs serving specific religious groups or denominations. However, faith-based organizations may submit inquiries if the project falls within our guidelines and serve a broad segment of the population.
- Individuals, except for scholarships, cultural or educational purposes.
- Fundraising or political campaigns.
- Expenditures already incurred.
- For Profit organizations are excluded.
- Endowment funding.