



# The Christie Foundation

## GRANT APPLICATION FORM

### A. COVER LETTER (maximum one page)

- ✓ Date
- ✓ Name and full address of organization
- ✓ Statements summarizing the purpose and activities of the organization, the proposal, and project's relevance to the Foundation's mission
- ✓ The total project budget and the dollar amount being requested
- ✓ Previous support from the Christie Foundation
- ✓ Signature of the Executive Director or President of the organization

### B. NARRATIVE (maximum of three double-spaced pages)

#### 1. Organization Information

- ✓ Brief summary of organization's mission and history
- ✓ Description of current programs, activities, and recent accomplishments

#### 2. Purpose of Grant

- ✓ Statement of needs/problems to be addressed; description of how community will benefit
- ✓ Description of project goals and objectives (measurable, if possible)
- ✓ Timetable for implementation
- ✓ Other organizations, if any, participating in the project

#### 3. Evaluation

- ✓ Plans for monitoring, evaluating, and sharing success

### C. FINANCIAL INFORMATION

- ✓ Project budget (preferable), or narrative of what funds will be used for
- ✓ Organization's prior year and current year annual budget
- ✓ Description of how the organization plans to track grant expenditures
- ✓ Other sources of revenue for the project with notations regarding status
- ✓ Previous gifts from the Foundation

### D. ATTACHMENTS

The following attachments must be included in all grant applications:

- ✓ A copy of the current IRS determination letter indicating 501(c)(3) status
- ✓ Anti-discrimination statement
- ✓ Listing of Board of Directors and an organizational chart
- ✓ A statement detailing the publicity that would be associated with a grant from the Christie Foundation.
- ✓ Relevant media stories or other attachments relating to the project/organization

### PLEASE NOTE

A Year End Report is required of each grant recipient specifying how grant monies were used and what impact the funding had on project goals.

# Instructions & Eligibility

## WHAT WE SUPPORT:

- Innovative, cutting edge programs, tools, and techniques that further health care education throughout the region.
- 501(c)(3) designated organizations in east central Illinois communities served by Christie entities. See [www.christieclinic.com](http://www.christieclinic.com) for a listing of Christie locations.

## WE PLACE AN EMPHASIS ON:

- Projects and ideas that are aimed at communities, individuals, and populations with limited or no access to health care resources.
- Projects and ideas that demonstrate they can leverage additional investment or gifts to help sustain efforts and build broader community support.

## OUR GRANT RANGES:

Grant amounts are typically \$5,000 or less.

## WHAT WE DO NOT SUPPORT:

We typically do not support traditional service delivery methods and models or multi-year commitments.

### **Christie Foundation MISSION STATEMENT:**

*To enhance medical knowledge, education, and medical services for citizens and health care practitioners in east central Illinois.*