QRCF Grant Application

Preparation Worksheet

Use this worksheet to gather your answers before you start the online application. It mirrors the online form field for field. Fields marked ***** are required. When you are ready, enter your answers into the online form and submit it there; **this worksheet is not an application and should not be mailed or emailed.**

1. Organization Information

Organization *

Contact Person *

Address *

Address Line 2 *

City *

State *

Zip Code *

Email *

Phone Number *

Fax Number

Web Address *

Amount of Funding Requested *
Up to $2,500

501(c)(3) Tax ID *
Must be a 501(c)(3) organization

2. About Your Organization

Mission Statement *

History *
Please indicate whether you have received a QRCF grant in the past and, if so, when and for what.

3. Your Project

Project Description *

Include how your project relates to or adds value to our service area (described on the grant page).

Action Plan & Timeline *

Include an indication of when you need the funds for the project.

Evaluation Tools *

How will you measure the results of your project?

Budget *

4. References & Board of Directors

Reference 1 *

Reference 1 Phone Number *

Reference 2 *

Reference 2 Phone Number *

Reference 3 *

Reference 3 Phone Number *

Please List the Names of Your Board of Directors

5. Documents to Upload (required)

- [ ] **Proof of Our Tax-Exempt Status ***
- [ ] **Your organization's latest financial audit or balance sheet ***

Have these files saved on your computer (for example as PDFs) so you can upload them with the online form.