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## Sewanee Community Chest Request for Funds 2023-2024

The Sewanee Civic Association (SCA) is delighted to provide you with this application for funding from the Sewanee Community Chest! Use as much space as you need for your responses. Short answers (1-2 paragraphs) are fine, but details are appreciated—particularly if you are requesting $1,000 or more. **The deadline for this application is September 15, 2023.**

If you have questions, please do not hesitate to contact us at: [sewaneecommunitychest@gmail.com](mailto:sewaneecommunitychest@gmail.com)

Please provide your organization’s name, mailing address, and email address.

Please provide the name, title, mailing address, and email address of the primary contact for this grant request.

Please provide your organization’s tax ID number.

Please share your organization’s mission statement and a brief description of your main programs or activities.

Please describe the individuals supported by your organization, including number of Sewanee residents served (if applicable) and any demographic details (e.g., age, race, gender, income level, etc.).

The Sewanee Community Chest has four funding areas. Please indicate which area applies to your organization:

Beyond Sewanee

Community Aid

Children

Quality of Life

Please indicate the type of funding you are requesting:

General operating support

Project/program support

Other (please briefly describe below)

What amount are you requesting for this year, and what are the start and end dates of your program? Please note that we anticipate distributing grant funds in April 2024, and the funding period will be no longer than one year.

Please describe your goals for this request. How will Sewanee Community Chest funding strengthen your organization or ensure a successful project?

Please list your organization’s top five sources of revenue (name, amount, and whether funding is committed or pending for your current fiscal year).

Please list the amount of funding that your organization received from the Sewanee Community Chest in 2023, 2022 and 2021.

2023:

2022:

2021:

How were the funds used from last year’s request (if applicable)? What percentage of your organization’s budget was supported by Sewanee Community Chest funds last year?

Please share how your organization will recognize a grant from the Sewanee Community Chest (e.g., social media, your website, press release, newsletter, etc.).

The Sewanee Community Chest relies on the generosity of our small community. Please share any details about how your board and/or staff have recently contributed to the Chest (e.g., the percentage of your board members who donated to the Chest last year, participation in Sewanee Civic Association membership meetings, etc.).

If your organization is funded this year, how will you encourage your board members to donate to the Chest?

Along with this application, please attach:

* Your organization’s IRS Letter of Determination (if applicable)
* Your organization’s most recent fiscal year profit and loss statement, including expenses and revenues
* Your current organizational budget, including (optionally) any budget narrative that will help us understand your expenses
* A Board of Directors list with names, affiliations, and addresses
* Two or more high resolution photos of your organization’s activities that we may include in Sewanee Community Chest promotional materials (e.g., our Community Chest thermometer, social media, website, press releases, etc.) Please make sure you have permission to use the photos.

**By submitting this request, you certify that the organization you represent does not discriminate based on race, creed, sex, or national origin.**

Please send your request and attachments by September 15, 2023, to [sewaneecommunitychest@gmail.com](mailto:sewaneecommunitychest@gmail.com) or P.O. Box 99, Sewanee, TN 37375.

*The Sewanee Civic Association sponsors the Sewanee Community Chest.*