

MTK GLOBAL FOUNDATION GRANT APPLICATION



SECTION 1: CONTACT INFORMATION

First Name*	
Last Name*	
Job Title*	
Email Address*	
Telephone* This will be the primary number for any follow-up questions	

SECTION 2: ORGANISATION CONTACT INFORMATION

Organization Name* Name associated with specific tax ID in the IRS business master file or name associated with school/school district in NCESdata.	
AKA Name Alternative name that you are doing business as, if applicable.	
Company no / Charity no	
Organisation Type*	
Address*	
City*	
County*	
Post Code*	
Website	

SECTION 3: ORGANISATION INFORMATION

Annual Turnover	
Number of Staff.	
Organisation mission statement* [2,000 character max]	
Organisation history, services and goals* [2,000 character max]	
Executive Director or equivalent*	

Board Members* [2,000 character max] Please include any relevant affiliations (e.g., employer, school group) if applicable. Write "n/a" if a board is not required.	
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SECTION 4: GRANT REQUEST

Project Location*	
Project Focus Area*	
Request Reason*	
MTK foundation Grant Level* Max £8,000	

SECTION 5: PROJECT DESCRIPTION

Please read instructions carefully and be sure to answer each question completely.

Project Title*	
Project Summary* [2,000 character max] Briefly and concisely summarise the project. For "New Program Development" requests, please provide any additional detail necessary to explain your project.	

<p>Statement of Need* [3,000 character max] Please answer both:</p> <p>What is the need that you see in your community and want to address? Please include demographic information.</p> <p>What individuals or organisations are currently working to address this need?</p>	
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<p>Project Deliverables* [1,000 character max]</p> <p>What are the key accomplishments or deliverables that you hope to achieve with this grant. Please be specific and use numbers where feasible.</p>	

<p>Project Goals and Outcomes* [1,000charactermax]</p> <p>What are the outcomes and/or changes you hope to achieve based on your proposed project and stated community needs?</p>	
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<p>Evaluation Plan* [1,000charactermax]</p> <p>Please explain how you will measure success. List the quantitative and qualitative measures you will use and the timeline for assessing.</p>	
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<p>Collaborations* [1,000 character max]</p> <p>What partners or community support do you need to complete this project? Which might help you have a larger impact beyond the grant period?</p>	
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<p>Project Start Date*</p> <p>Project must start after . If ongoing, enter</p>	
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<p>Project Completion Date*</p> <p>Funding must be used in ongoing, enter</p>	
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<p>Project Overview & Timeline * [1,500 character max] Explain the key activities, duration and projected dates. Please include planning periods as relevant.</p>	
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SECTION 6: PROJECT BUDGET

Please read all instructions carefully.

Budget calculation (one amount per line only) Please indicate the budget amount for each line item. If n/a, please list £0. The total budget will be calculated automatically.	Please indicate the budget amount for each line item. If n/a, please list £0. The total budget will be calculated automatically.
Program Personnel*	
Contracted Services/Subgrants*	
Supplies & Equipment*	
Printing & Production*	
Meals & Transportation*	
Indirect Cost* (must be less than 10% of total grant request)	
Other*	
Total Budget (auto-calculates)	
Other Funding* List other sources of funding for this project, and the amounts. If no other funding, write none.	
Grant Request Amount* This amount should equal the 'Total Budget' minus 'Other Funding'. Please note, awards will generally comprise no more than 25% of total organisation budget.	
Contracted Services/Subgrants* Please describe the services being contracted out or subgranted. Include the name of partner or recipient. If there are none, write none.	
Other Costs* Please describe your costs listed above as "Other". If you have not budgeted for other costs, please write N/A. Example: £100 subscription & membership	
Please explain how your project is cost effective* [1,000 character max]	

SECTION 7: GRANT AGREEMENT

If you are awarded a MTK Global Foundation Community Grant:

- You will be expected to use the funds as proposed in your grant application and not for any other purpose unless otherwise agreed upon and approved by the MTK Global Foundation
- You will be expected to use all of the funds during 2018;
- You will be required to participate in at least one (1) site visit during the grant period;
- You will be required to submit a project plan by
- You will be required to submit monthly progress reports using the "Monthly Update" form to the foundation
- You will be required to use MTK Global Foundation branding on any funded publication or advertising.

Community Grants Program Manager;

- You may be required to submit a mid-year progress report through this online system by;
- You will be required to submit a final report through this online system by
- You agree to comply with any and all requirements, terms and conditions set forth in the grant application and as may be provided by the MTK Global Foundation Grant Program from time to time during the grant period.

Failure to submit reports may make you ineligible to receive future grant funding from MTK Global Foundation

No announcements or recognition of any grants awarded may be made without prior written approval from MTK Global Foundation.

User Agreement

I am committed to carrying out the proposed project and complying with program requirements, as described in the MTK Global Foundation Grants application, should I be selected for funding.

Electronic Signature:

Date: