



# Grant Application Form 2024-2025

**THE VILLAGE CLUB FOUNDATION**

190 East Long Lake Road | Bloomfield Hills, Michigan 48304-2325 | [TheVillageClub.org/Foundation](http://TheVillageClub.org/Foundation)

*This application is a fillable PDF and once completed can be printed and mailed per the instructions.*

Legal name of organization (per IRS determination letter/IRS form 990\*) \_\_\_\_\_ EIN # \_\_\_\_\_ Year founded \_\_\_\_\_

\* If this does not match the IRS name, please explain.

Address: \_\_\_\_\_  
(Principal/administrative office)

Organization website: \_\_\_\_\_ Phone #: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Executive Director's Email Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Geographic Area Served:    Wayne    Oakland    Macomb

Number of PAID staff members:    Full time \_\_\_\_\_    Part Time \_\_\_\_\_    Number of PAID staff hours: \_\_\_\_\_

Number of VOLUNTEER hours in the most recent fiscal year: \_\_\_\_\_

Organizational Fiscal Year: \_\_\_\_\_    Current Agency Operating Budget: \$ \_\_\_\_\_

Does the organization have an endowment fund?    Yes    No    Current value of that fund: \$ \_\_\_\_\_

List any projects that have received support from The Village Club Foundation (TVCF) in the past five years:

YEAR	PROJECT NAME	AMOUNT OF GRANT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a grant was received from The Village Club Foundation (TVCF) in 2022-2023 or in 2023-2024, please briefly describe how the funds were used:

**2024-2025 Project Name:** \_\_\_\_\_

# of people to be served by the project: \_\_\_\_\_ Dates of the project \_\_\_\_\_

Will the project move forward or continue without a TVCF grant? 

Is this project	New	Ongoing
Yes	Yes	No

Briefly describe the project and how TVCF funds would be used for this project:

If ongoing, where has funding come from in the past.

If ongoing, what measurable results have been achieved? If this is a new program, what measurable results do you hope to achieve? (i.e., how many meals have been/will be served, how many school children received clothing, how many students have been tutored?)

If additional funds are needed to complete the project, what sources will be utilized?

If this is a new project, how did you determine there was a need for this project?

**TOTAL PROJECT BUDGET: \$** \_\_\_\_\_

**GRANT AMOUNT REQUESTED: \$** \_\_\_\_\_

# PROJECT BUDGET WORKSHEET

## EXPENSES:

	Total Amount for the Project	Total Amount Requested from TVCF
Overhead Expenses (Please review Information for Grant Applicants 2024-2025):		
Salaries/Benefits	\$ _____	
Office/Facilities	\$ _____	
Other Overhead	\$ _____	
Personnel Expenses	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Program Evaluation	\$ _____	\$ _____
Other	\$ _____	\$ _____

Please provide details of each line item for which you are requesting funds.

## REVENUE:

	Committed	Pending
Grants/Contracts/Contributions	\$ _____	\$ _____
Government Funds	\$ _____	\$ _____
Foundations	\$ _____	\$ _____
Corporations	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other	\$ _____	\$ _____
Earned Income	\$ _____	\$ _____
Membership Income	\$ _____	\$ _____
<b>TOTAL REVENUE:</b>	<b>\$ _____</b>	<b>\$ _____</b>

Complete applications **must include two (2) paper copies** of each of the following in this order:

- The Village Club Foundation Grant Application Form
- Attachments as described on the Information for Applicants 2024-2025 page, in the order listed.

Please **DO NOT** send other promotional materials, folders, business cards, etc. You can give those to our review team representatives when they come out to meet with your agency. Thank you.

## SIGNATURES

We hereby certify that information submitted in the grant application is a true and correct statement of facts. We, as designated representatives of the organization, further certify that this organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued. The filing of this application is made by the undersigned individuals, officially authorized to represent the applicant organization by its governing board.

If there are any changes that need to be made to the grant application after submission or if the organization ceases operations or becomes a subsidiary of another organization, we understand that we have the responsibility of notifying The Village Club Foundation Grants Committee Chairperson promptly.

Grant awards will be made by check payable to the legal name of the organization associated with the EIN listed on page 1 of this application. Requests for an alternative payee name requires specific explanation to be included with this application.

\_\_\_\_\_  
Name of Chairperson, Board of Directors (Print or type)      Signature, Chairperson, Board of Directors      Date

\_\_\_\_\_  
Name of Executive Director (Print or type)      Signature, Executive Director      Date

\_\_\_\_\_  
Name of person completing this application / Title (Print or type)      Signature of person completing this application      Date

Applications are accepted between June 1 and August 1. The completed application and supporting documents must be postmarked by Thursday, August 1, 2024. There are no exceptions. Please remember, if you choose to hand deliver the application to The Village Club, the Club is closed on Mondays. If your application is incomplete, it will not be considered for review, and you will be notified by letter by September, 2024.



**Please mail applications and supporting documents to:**  
The Village Club Foundation Grants Committee  
190 East Long Lake Road  
Bloomfield Hills, MI 48304-2325