

**GRANT APPLICATION
COMSTOCK FUND
FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST of ALPENA MICHIGAN**

First Congregational United Church of Christ of Alpena invites non-profit agencies and organizations to apply for grants from our Comstock Fund. The Comstock Fund supports programs that render service to all people and strives for righteousness, justice and peace.

INTRODUCTION

Grant applications must be submitted on this application form. A Microsoft Word file is available for you to use. An **original signature is required** on your application. Faxed or e-mailed applications are not accepted. Each project should be on a separate form. Grant applications should be sent to:

Comstock Committee, First Congregational United Church of Christ, 201 South Second Ave, Alpena, MI 49707.

Phone: 989-356-1795 Email: fcong@uccalpena.org.

Application deadline is October 1.

Applicants should be familiar with "Comstock Application Guidelines."

Eligible Grant applicants are any non-profit organization, and any board committee or organization within First Congregational United Church of Christ of Alpena.

Applicants may be asked to have a representative appear at a later date to answer questions. Applicants who are awarded Comstock Funds are required to submit a Recipient Report Form by June 30 to be eligible for funds the following year.

PROJECT DESCRIPTION

Provide a brief title for the project: _____ Total amount requested: _____

Describe the purpose of the project in fifty words or less:

Attach to this form, complete details of the project, including a complete budget for the project, long and short-term objectives of the project and an explanation of the expected timing of cash payments from the Comstock Fund.

APPLICANT INFORMATION

Organization

Contact Person

Name: _____

Address: _____

Phone: _____

If applicant is from outside First Congregational United Church of Christ of Alpena, attach to this form a complete description of your organization, including names of officers and directors. Also, attach any other information about your organization, which you think would be helpful.

Signature for Organization _____

Date _____

Signature of Contact Person _____

Date _____

Comstock Application Guidelines

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Comstock Grant Application Check List

- **Submit the application in paper form to First Congregational United Church of Christ by the deadline of October 1st.**
- Use original form, or, if creating your own form, follow the format of the original form. (A Microsoft Word file is available.)
- Make sure the application has original signatures present.
- Clearly state the non-profit organization or agency for which the application is being submitted.
- State project objectives clearly.
- If possible, show how project objectives may be measured.
- Be certain that proposed objectives can be achieved within the one-year time allotment.
- If you are awarded a grant, you will receive a "Funds Request Form" with your notification letter. You must return the "Funds Request Form" to receive your grant funds.
- The "Recipient Report Form" must be filed by June 30th to qualify for a grant application the following year.

If you have any questions about the application, call First Congregational United Church of Christ at (989) 356-1795. Our office hours are 9 AM – 1 PM Monday through Friday.

Please keep in mind:

- Grants greater than \$10,000 have never been awarded to an outside organization.
- Rarely have awarded grants exceeded \$5,000.
- "Bricks and mortar" grants are seldom awarded.

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