

**Community Food Bank, Inc.
Punch Woods Endowment
Grant Application
2008-09 Year**

Purpose: The purpose of the Punch Woods Endowment is to improve Community Food Security (CFS) which is defined as the state in which persons obtain a nutritionally adequate, culturally acceptable diet through local non-emergency sources. CFS programs build strong, sustainable, local food systems that ensure access to affordable, nutritious and culturally appropriate food to all people at all times. This includes physical and economic access to sufficient food to meet their dietary needs for a productive and healthy life.

Eligibility: Funding will be restricted to Arizona with a preference given to Southern Arizona and a 501(c)(3) organization.

Deadlines: Applications are due October 1st. Applicants will be notified of the action of the committee by November 1st. Submit original and four copies of the complete application.

Applicant(s): _____ Position(s): _____

Organization: _____

Phone: _____ E-Mail: _____

Project Name: _____

Address: _____ Zip: _____

Contact Name: _____ Fax: _____

Check amount of application:

- \$500-\$1,000 grant
- \$1,000-\$2,000 grant
- \$2,000-\$4,000 grant

Project Title: _____

PROJECT DESCRIPTION

(Type responses to the following questions on separate attachment. Limit to no more than 3 pages)

Goal(s):

- What is the goal(s) of the project?

Implementation:

- Describe the steps required to implement the project.
- What is the timeline (start, end, will it continue beyond the grant period)?
- How will you evaluate the success of the project?

Collaboration:

- Describe specific ways, 1) students, 2) parents, 3) community members, 4) professional colleagues, 5) other organizations, 6) your school, and/or applicant(s) will benefit as a result of this project. Also note how many in each collaboration listed will benefit.

Attachments:

- A copy of your current IRS determination letter (or that of your fiscal agent) indicating 501(c)(3).
- May include up to 4 additional pages of supporting documents.

Reporting:

- Requirements will reflect the nature of the proposed project and project timeline.
- Maximum requirement will be no more than a one page narrative, photos of completed project, and documentation of dollars spent.
- Notification of reporting will be included in the award letter.

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BUDGET

Complete budget with project total amounts and amounts being requested from PWE. (Use whole numbers.) It is not a requirement for you to have multiple funding sources for your project. If you have other funds for your project, please list sources and amounts on a separate page. Collaborative projects are encouraged. Funds will be dispersed based on project and budget requirements of grantees.

Please itemize your budget.

	PWE Total Request	Total Project Budget
Supplies: ¹ _____ _____	_____	_____
Capital Equipment: ² _____ _____	_____	_____
Travel/Trips: _____ _____	_____	_____
Services: ³ _____ _____	_____	_____
Fees: _____ _____	_____	_____
Other: _____ _____	_____	_____
Total: _____	_____	_____

¹Consumable, replenishable ²Reusable ³Example: Guest Speaker

Board Chair: _____ Date: _____

Executive Director: _____ Date: _____

Note: Once the grant is awarded recipient has up to two years to complete the project. If the project does not materialize funds must be returned to the Community Food Bank, Inc.

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Official Use Only:	
Proposal Number: _____	Application Complete: <input type="checkbox"/> yes <input type="checkbox"/> no
Date Received: _____	
Committee Approval: _____	
Award Amount: _____	
Award Letter Sent On: _____	
Report(s) Received On: _____	

Mail proposals to:
COMMUNITY FOOD BANK, INC.
Punch Woods Endowment Review Committee
P.O. BOX 26727
Tucson, AZ 85726-6727
520-622-0525 ext 235