

**CRUISE INDUSTRY CHARITABLE FOUNDATION
GRANT APPLICATION FORM**

A. COVER SHEET (maximum of two pages)

Include, *in this order*:

- Date;
- Name and address of organization;
- Contact person;
- Phone and fax numbers of organization and contact person(s);
- A statement summarizing the purpose and activities of the organization;
- A statement summarizing the proposal;
- The total annual organizational budget and fiscal year;
- The total project budget;
- The dollar amount being requested;
- Previous support from CICF.

Please tailor the cover sheet to address the interests and specific priorities of the funding source, have it signed by the Executive Director or President of the organization, and addressed to the CICF Executive Director.

B. NARRATIVE (maximum of five double-spaced pages)

1. Organization Information

- Brief summary of organization's mission and history.
- Description of current programs, activities, and recent accomplishments.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of how community will benefit.
- Description of project goals and objectives (measurable, if possible).
- Timetable for implementation, if applicable.
- Other organizations, if any, participating in the project.

3. Evaluation

- Plans for monitoring and evaluating success.

C. FINANCIAL INFORMATION

1. Project budget, if applicable.
2. Organization's previous and current annual budget.
3. Statement regarding the organization's audit procedures.
4. Description of how the organization plans to track grant expenditures.
3. Other sources of revenue.
4. Previous gifts from CICF.

D. ATTACHMENTS

The following attachments must be included in all Grant Applications:

1. A copy of the current IRS determination letter indicating 501(c)(3) status.
2. Anti-discrimination statement.
3. Listing of Board of Directors

PLEASE NOTE

A Year End Report is required of each grant recipient specifying how grant monies were used.