



## Helpful Hints for Submitting a Successful Grant Application to the Calaveras Community Foundation

- Applications will begin to be accepted on July 1, 2023, and must be submitted to CCF via email by Monday, July 31, 2023. No mailed applications will be accepted. Email: [info@calaverascommunityfoundation.org](mailto:info@calaverascommunityfoundation.org)
- **One** completed and fully executed application and budget must be submitted.
  - *Note: Make sure when downloading the documents from our website, they are saved to your desktop so you can fill the forms out and save. After completion, send your saved documents to the email noted above. Preference would be one email with all documents attached in the following order.*
    1. Completed: Grant Guidelines-Signature Page
    2. Completed: Application
    3. Brief cover memos are encouraged and may be included with the application; however, are optional.
- Be clear and concise in the application. **Incomplete and/or late applications will not be processed for consideration.**
- **Attention Apple computer users.** Some applicants have had problems with our forms when using an Apple. We recommend using a Windows operating system when completing the application or print the forms to fill out and you can scan to email.

The Foundation has a history of awarding grants to a wide variety of good projects. Total applications for grants always exceed the amount that can be funded each year; therefore, many very worthwhile projects do not get funded through our program. We suggest your group have a strong project that benefits, impacts and serves Calaveras County residents.

All applicants will be notified by the end of September.