

Boone County Community Trust

Application Checklist - To be completed and included with your submission of funding request

ORGANIZATIONAL INFORMATION *(This information is keyed to content in the Sample Application)*

- ☐ The applying organization's legal name, mailing address, principal point of contact and telephone number, history of the organization, and type of organizational entity.
- ☐ Statement of your organization's mission, objectives and services offered.
- ☐ Is your organization located in Boone County, Missouri and, number of citizens you benefit with your services.
- ☐ List of key personnel and their qualifications.
- ☐ Letter of acknowledgement from the governing board approving this request for funds.
- ☐ A copy of the Internal Revenue Service Tax Exemption letter for the organization, accompanied by any conditional provisions to it.

PROJECT INFORMATION *(This information is keyed to content in the Sample Application)*

- ☐ Type of funds requested: Capital Improvement or Operational.
- ☐ A description of the proposed project or services involved in the request.
- ☐ A description of the anticipated benefit to Boone County citizens.
- ☐ A financial breakdown of the expenses for the project (please include a detailed list of component prices of the project or service and competitive bids for equipment or services).
- ☐ A statement showing why regular revenues will not cover the anticipated project or service cost, and why Boone County Community Trust should make a contribution.
- ☐ A timeline detailing the date of completion of the project.

COLLABORATIVE INFORMATION *(This information is keyed to content in the Sample Application)*

- ☐ A description of effort to collaborate with others in the community to complete this project. This may be other charitable organizations or trusts. Please include the name of these organizations and their contribution to the projects.
- ☐ A description of fundraising efforts underway specific to this project.

APPLICATION

- ☐ Provide six (6) copies of your proposal request to Boone County Community Trust.
- ☐ Please attach a copy of the completed Checklist with your proposal submission.
- ☐ Proposal applications should be delivered or mailed to:

Boone County Community Trust
Att'n: Jan Witherwax
Boone County National Bank
720 East Broadway
P.O. Box 577
Columbia, MO 65205

Applicants receiving funds are required to notify the Boone County Community Trust when a project has been completed. Documentation must be submitted to report how funds are used including receipts for purchases within thirty (30) days of project completion

