

The 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.
- Confirmation your organization is located in or will benefit the residents of Boone County, Missouri. Additionally, please provide the estimated total residents served.
- List of key personnel and their qualifications.
- List of all current Board Members, and a 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

- Attach a copy of the completed Checklist with your proposal submission.
- Completed applications should be submitted online, via email at BCCTrust@centraltrust.net, or mailed/delivered to:

The Boone County Community Trust
C/O Central Trust Company,
720 East Broadway,
Columbia, MO 65201

If mailing/delivering a physical application, please provide one (1) original and seven (7) copies.

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.