

**McLean Citizens Foundation  
Grant Application**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Email: \_\_\_\_\_

Please mail 9 copies of this application and other supporting documentation to the McLean Citizens Foundation, P.O. Box 75, McLean, VA, 22101. All applications must be postmarked no later than February 1, June 1 or October 1 (depending on the grant cycle in which the request is made). While the application is pending, the applicant should notify the MCF of any material changes in the information set forth in the application.

**Organization Background Information**

Describe the purpose of the Organization (this may be attached)

Describe the geographic area the Organization serves (this may be attached)

Number of individuals, residing in McLean Planning District, served each year\_\_\_\_\_

Number of paid staff: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Fees charged for Organization's services: \_\_\_\_\_  
(If there is a sliding scale of fees please describe)

List of Board of Directors and Officers: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_

**Organization Grant Request**

Total amount requested of MCF: \$\_\_\_\_\_

Seed money amount: \$\_\_\_\_\_

Challenge grant amount: \$\_\_\_\_\_

Matching grant amount:\$\_\_\_\_\_

(If a matching grant please indicate amount secured and source of funds)

Describe the proposed project (this may be attached)

Describe the project administration (this may be attached)

Describe the ways in which this project benefits the residents of the McLean Planning District.

Projected start date: \_\_\_\_\_

As the lawfully appointed representative for the above-named organization I affirm that all the statements made in this application are, to the best of my knowledge, true.

Name: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

To complete the application please attach the following information:

Balance sheet

Income statement

IRA Tax Determination letter (if applicable)