



Exchange Club of Charleston, SC

2024 Community Service Grant Application

Must be received by 5:00 pm on March 22, 2024

I. Applicant

Legal Organization Name: _____

Charity/Program of Service Provider Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Website: _____ Year Founded: _____

Executive Director: _____ E-mail: _____

Tax Status: 501(c)(3) Public Agency Other/Describe:

II. Application Contact Person

Name: _____ Title: _____

Phone: (_____) _____ E-mail: _____

III. Fiscal Sponsor Organization/Parent or Support Agency (Leave blank if not applicable)

Sponsor Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Website: _____ Tax ID #: _____

Contact: _____ E-mail: _____

IV. Purpose of Request

Project Title: _____

Project Contact: _____ Title: _____

Phone: (_____) _____ E-mail: _____

Total Project Budget: \$ _____ Amount Requested: \$ _____

Project Area of Impact:

Proposed Start Date: _____ End Date: _____

Responses to the following questions are limited to the space provided. Please be clear and concise.

1. Please indicate whether the proposed project/program is currently in operation or is a new project/program.

Existing project/program New project/program

2. Provide a statement of the need or problem to be addressed.

3. Provide a brief description of the proposed project.

4. Describe how your project will specifically serve beneficiaries in the Tri-County area, and approximately how many individuals will be served within the parameters of this project.

V. Budget for Community Service Project Proposal

Include a one-page budget that outlines the entire grant project. Include Income (from all sources) and Expenses to illustrate how you will measure and report the success of your grant project request.

VI. Required Enclosures

Grant application packets should be emailed to: info@coastalcarolinair.org

Submit one copy of each of the documents listed below in the following order:

- A. Introductory letter on organizational letterhead (1-2 page max.) addressing the grant committee with a summary of the project and general details outlining the purpose of the grant request.
- B. Completed 2024 Community Service Grant Application through item IV. (3 pages)
- C. Budget that outlines the grant project. (1-2 page max.)
- D. Copy of IRS ruling that the organization is tax-exempt as a charitable or eleemosynary organization.
- E. Current list of Board of Directors/Trustees with Officers
- F. Organizational Financials for the Charity that is completing the Community Service Project being funding by the Grant for the current Fiscal Year (**PDF version preferred, please**).
- G. Balance Sheet: which is the financial statement that includes assets, liabilities and equity for the charitable organization to detail the current cash position.
- H. Profit and Loss Statement: which summarizes the revenues, costs and expenses incurred (**PDF version preferred**).
- I. Most recent Audited Financials, including the auditor's opinion and management representation letter. If your organization does not hire an outside independent auditing firm to perform an annual review, submit your organizational
1) Board minutes that show an internal audit was performed; and 2) Policy and Procedure documents which details how your organization performs an annual audit review (**PDF version preferred, please**).

These documents are meant to be concise, but if there is additional information that is essential to presenting the grant request or outlining special circumstances, it may be included here as reference to supporting the grant application. Do not include a large number of additional pages, as the request is intended to be covered in the 1) Intro Letter, 2) Grant Application, and 3) Budget outline.