

# Applying for a Grant

Before applying for a grant you must determine whether the idea is eligible for funding. Call Alyssa Calvanese at 860-621-9335 or Kathy Reinhard at 860-621-2123 for guidelines.

Once it has been determined that your project is a consideration for funding please submit a proposal in writing. Grants are usually awarded in May and November following the Foundation Fund raising events. Applications for grants should be submitted on or before April 1st and October 1<sup>st</sup>. Applications that fit the established guidelines will be considered at the Board of Directors meeting for approval. Organizations will be contacted on the approval of the grant.

Mail all pertinent information to:

**The Joe and Kay Calvanese Foundation**  
**P.O. Box 23**  
**Plantsville, CT 06479**

## **Agency /Organization Information:**

Name\_\_\_\_\_ -

Mailing Address\_\_\_\_\_

Phone #\_\_\_\_\_ Fax\_\_\_\_\_

Contact Person's Name\_\_\_\_\_

Contact's phone\_\_\_\_\_

Do you possess and Internal Revenue Service letter stating that you are a 501 (c) (3) organization? Yes No

State the amount of your request: \_\_\_\_\_

Describe the purpose for which you are requesting funds: