

*City of New London Water Authority  
Community Fund*

**APPLICATION FORM**

Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

**I. Agency Information**

1. Name, Address and Contact Information of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

2. Name of Director/CEO: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Salaried? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Number of Full Time Employees: \_\_\_\_\_

Number of Part-time Employees: \_\_\_\_\_

4. Description of Applying Agency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

a. Geographic Area Served: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. List of Agency Services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c. Give a brief history of the organization. (A separate sheet may be attached.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

d. Describe the organization's purpose (Mission Statement) and the Organization's value to the community. (A separate sheet may be attached.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**II. Fund Project Information**

5. Describe in a few sentences how the grant funds will be spent. Itemize equipment or material costs, if any. If it is a program, give its title and a summary of its proposed activities and costs. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Describe how the materials or program will meet stated needs. Be as specific as possible. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Specify the time period during which the grant will be used. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. List other grant applications related to this project, including amounts requested or received. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please read and sign the following statement:**

I attest that all of the information given in this application is true and accurate to the best of my knowledge. This Application to New London Water Authority Community Fund is made with the understanding that, if this project has been or becomes funded by another organization, funds allocated by the New London Water Authority Community Fund may be returned to the Fund.

Signature of Chief Executive: \_\_\_\_\_

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

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**Checklist of Required Attachments**

These attachments will be required prior to awarding a Grant:

1. Letter of Determination from the IRS certifying tax-exempt status under section 501(c)(3) of IRS regulations.
2. Most recent audited financial statement.
3. Most recent 990 Form (if you are not required to file a 990 Form, explain and document).
4. Completed proposed budget for the project.
5. Copy of current certification, if applicable.
6. Your organization's descriptive brochure and/or most recent annual report.
7. A list of your organization's current Board of Directors.