



# **CDF Application**

## **Cooperative Development Foundation**

### *Grant Guidelines and General Information*

1. through 3. should be used to determine if your organization or project is eligible for funding.
1. The Cooperative Development Foundation sparks economic development through the cooperative model. Cooperatives, cooperative development organizations, cooperative-related groups, groups forming a cooperative, and members, staff, and board members of cooperatives may apply. (For a definition of and information on cooperatives, see [www.ncba.coop](http://www.ncba.coop) and click on “About Cooperatives.”)
2. Organizations applying for grants must be a 501(c)(3) or they must have a fiscal agent which is a 501(c)(3).
3. Grants must fund projects. Grants will not fund general operating expenses, endowments, capital improvements, tuition, or salaries and benefits of applicant organization staff.
4. Applications and supporting materials will be reviewed by the Fund’s advisory board and the CDF board. All applicants will be notified as to the status of their applications.
5. Grant recipients are required to sign a grant agreement letter before disbursement of funds.
6. Grant recipients must report on the use and results of the project funded, using CDF’s report form during and/or at the completion of their grant.
7. Applicants may re-apply to the Fund on condition that CDF has received a final or interim report on all previous grants the applicant has received from the Fund.
8. CDF must receive credit in notices, articles, websites, etc.



# CDF Fund Application

## Organization Overview and Signature Page

For which of CDF's funds are you applying?

\_\_\_\_\_ CDF Fund

\_\_\_\_\_ Co-op Emergency Fund

\_\_\_\_\_ Cooperative Innovation Fund

\_\_\_\_\_ Howard Bowers Fund for Consumer Cooperatives

\_\_\_\_\_ Jim Jones Fund

\_\_\_\_\_ Melbah Smith Scholarship Fund

Organization Name

Type of organization (cooperative, CDO, etc.)

Address

Telephone

Fax

Website

E-mail

Name and title of organization's director

Name and title of person completing this application

Phone

E-mail

Organization's annual operating budget

Revenues \$

Expenses \$

Is this organization a 501(c)(3)?

Yes

No

If no, please identify your fiscal agent

Tax ID number

Profile of your organization – Include history, mission, goals, and services provided.

CEO or other authorized signature

Title

Typed or printed name

Date

Project Overview

Project title

Purpose of project (education, training, etc.)

Total amount of project (including amount requested from the X Fund)     \$

Amount requested from the X Fund     \$

Project start date                      Project completion date

One-time project                      On-going project

Project need – Please describe the need your project will address.

Project – Please describe the project.

## Project details

Project activities and timeline: Please identify the specific activities you will implement and when they will be started and completed.

Project staffing: Please identify the primary staff involved in this project, their titles, and their project roles.

Project results: Describe the results you anticipate achieving through this project.

1. Outputs (e.g. number of people served)

2. Deliverables (e.g. training manuals, co-ops started)

3. Outcomes (changes and benefits that will occur as a result of the project)

Evaluation – Please describe how you will evaluate the outputs, deliverables, and outcomes.

Collaborating partners – Please identify other organizations that will collaborate on this project and the role they will play.

Sustainability – If this is an ongoing effort, please describe how you will sustain it after CDF's support ends.

## Budget Worksheet

How would your grant be spent?

Professional Fees (Please identify)	
Travel – staff	
Travel – other	
Meetings – room rental	
Meetings – equipment	
Meetings – meals	
Supplies	
Telephone	
Postage	
Other	
Other	
Total requested from CDF	

If you have other categories of expense, please add.

Total amount requested from all sources      \$

Please identify all sources of funding for this project, either received or pending.

## Attachments

Please attach the following:

1. Project budget with relevant line items and list of all sources of funding, indicating the amount and whether it is received or pending
2. Organization's current year operating budget
3. Organization's or fiscal agent's IRS determination letter
4. Board of directors list
5. Most recent 990
6. Most recent audit

Please send applications and attachments to [equinn@cdf.coop](mailto:equinn@cdf.coop) or:

Cooperative Development Foundation  
2011 Crystal Drive  
Suite 800  
Arlington, VA 22202