GROWTH FUND MINI-GRANT APPLICATION

Bank It: a Habit of Helping Foundation

ORGANIZATION AND CONTACT INFORMATION

DATE	NAME OF ORGANIZATION	AMOUNT REQUESTED

What is the Growth Fund Mini-Grant?

The Growth Fund Mini-Grant helps a local organization or group with a project, event, or program that makes our community better. The most that can be granted for one request is $2,500. Please send a W-9 with this application if you can. A W-9 is helpful but not required to apply. Funds will take up to 2 weeks to be distributed after a decision is made. Applying does not guarantee funding. Email your completed application to nwbankit@gmail.com.

1. ORGANIZATION INFORMATION

Organization or group name *

Main phone number *

Mailing address *

Website or social media page

City *

State *

ZIP *

Is your group a 501(c)(3) nonprofit? ☐ Yes ☐ No ☐ Not sure

Tax ID (EIN), if you have one

2. WHO WE SHOULD CONTACT

Contact name *

Title or role in the group *

Contact phone number *

Contact email address *

Best way to reach you: ☐ Phone call ☐ Text message ☐ Email

3. ABOUT YOUR GROUP

Adults in your group

Children in your group

Year your group started

People this project will serve

Have you received a Bank It grant before? ☐ Yes ☐ No

If yes, when and for what?

Tell us what your group does. *

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THE PROJECT, THE BUDGET, AND FUNDING

4. THE PROJECT, EVENT, OR PROGRAM

Project, event, or program name *

Date or dates of the project *

What type of request is this? Check one. ☐ Project ☐ Event ☐ Ongoing program

Describe the project, event, or program in your own words. *

What is your goal, and how will you reach it? *

How will this help our community? *

5. HOW WILL THE MONEY BE USED?

List each item, service, or cost. Attach quotes, estimates, or invoices when you can.

Item, service, or cost	Company or person to pay	Amount

TOTAL REQUESTED *

Total project cost, if larger

Maximum grant: $2,500

Who should be paid? ☐ Company or vendor directly ☐ Our organization

6. PAYMENT DETAILS

Make payment to (exact name for the check)

Payee phone

Payment mailing address

Account or invoice number

Payment sent directly to a company or vendor may be preferred. Payment made to an organization may require receipts and a short report after the project. Do not include full bank account or debit card numbers.

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OTHER FUNDING, DOCUMENTS, SIGNATURE, AND REVIEW

7. OTHER FUNDING AND FUNDRAISING

How does your group usually raise money for projects like this? *

Have you asked another group, business, or grant program to help pay for this project? ☐ Yes ☐ No ☐ Not sure

If yes, list who you asked, how much you asked for, and what you received.

8. DOCUMENTS YOU ARE ATTACHING

☐ W-9 form (helpful, not required) ☐ Quote or estimate ☐ Invoice or bill ☐ Project budget

☐ Flyer or project plan ☐ 501(c)(3) letter ☐ Other supporting paper

If you cannot send a W-9 or another document right now, tell us why.

9. ORGANIZATION STATEMENT AND SIGNATURE

I certify that the information in this application is true and complete to the best of my knowledge, and that I am authorized to make this request for our organization. I understand that applying does not guarantee a grant, that Bank It: a Habit of Helping Foundation may contact the people or companies listed here to verify this request and arrange payment, and that funds will take up to 2 weeks to be distributed after a decision is made. I agree to use the funds only for the project described above.

☐ I have read and agree to the statement above. *

Signature of authorized representative * **Printed name and title *** **Date ***

FOUNDATION REVIEW - OFFICE USE ONLY

Date received **Application ID** **Amount approved** **Decision date**

Decision: ☐ Approved ☐ Partially approved ☐ Denied **W-9 on file?** ☐ Yes

Reviewed by **Final approval by**

Explanation, verification notes, or follow-up needed