

# CFWNC Instructions

## Summertime Kids 2010

- Review the Grant Application Guidelines for Summertime Kids.
  - Contact Community Foundation program staff at (828) 254-4960 to discuss your grant idea.
  - Complete the application questions and attach all requirements for the Summertime Kids grant program.
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- Do not send additional information beyond that which is requested, unless it pertains directly to the project or program for which funding is sought.
  - Send only one copy of the application materials and do not use binders, staples or folders.
  - All necessary materials must be received by 5 p.m. on the grant deadline date (Indicated on guidelines for each grant program) at The Community Foundation office, located at Suite 1600, the BB&T Building, in downtown Asheville. Mailing address: P.O. Box 1888, Asheville, NC 28802. No faxed or email applications will be accepted. Deadlines are strictly enforced. If a grant deadline date falls on a weekend or a holiday, applications will be due the next business day. If you plan to drop off the application in person, please note that CFWNC does not validate parking.
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- Cover Sheet – Signed by the Board Chair/President or, for schools, the Superintendent.
  - Application Questions/Project Budget – Answered within the type and space requirements listed.
  - Schedule and Description of Program Activities – Include a schedule that details what will be funded through the grant, including dates & location.