

# Swedish Council of America

## GRANT APPLICATION and INSTRUCTIONS

**The application must be received by the SCA office no later than 5:00 pm CST Tuesday, March 2, 2010.** Please submit an original and six copies of all material. All grant applications will be evaluated by the SCA Grants Committee at the spring meeting of the Board of Directors.

The application must be submitted in English.

Please address the following topics in a narrative of no more than five pages

- History of the organization or project
- Description of project
- Project budget including income, expenses and plans for fundraising
- Planned schedule of project

The application packet consists of the two page application form (see below), up to five pages of narrative documentation and up to three pieces of supporting material.

Excess material will be disregarded.

The application must provide information such as names of officers, directors and persons responsible for the project; an outline of the purposes for which the requested funds would be used; and explanation of the context within which your project is being undertaken; and the ways in which the purpose stated above will be served.

The application must include an explanation of how the grant will be acknowledged and publicized. The plan should include ideas on how the project might be enlarged to benefit other SCA affiliated groups.

Successful applicants must report on the project and the use of SCA funding by February 1<sup>st</sup> of the following year. The report may include items such as newspaper clippings, invitations, program books, etc. that will demonstrate acknowledgement of the Swedish Council of America.

Inquires concerning the grants program and written requests for the Application form should be directed to the Executive Director of the Swedish Council of America.

Swedish Council of America  
2600 Park Ave., Minneapolis, MN 55407  
Toll Free: 1.800.981.4SCA  
Tel. 612.871.0593  
Fax: 612.871.0687  
Email [swedcoun@swedishcouncil.org](mailto:swedcoun@swedishcouncil.org)

## GRANT APPLICATION

1. **APPLICANT**- group, institution or organization applying for grant

Organization \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Organization  
Telephone/Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
EIN (tax id) \_\_\_\_\_

2. **CONTACT PERSON**- person who will administer the project

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Organization  
Telephone/Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

3. **PROJECT TITLE**- (one sentence summary)

\_\_\_\_\_

4. **PROJECT DESCRIPTION**- Attach a description of the project AND a history of the project or the organization. (Attach supporting documentation and other descriptive material that will help explain the project.)

5. **PROJECT BUDGET**- Attach a complete budget, including all projected expenses and sources of income/revenue, and net income/expense expectation. NOTE: SCA should not be the only source of income for the project.

Expected expense : \_\_\_\_\_

Expected income : \_\_\_\_\_

Expected net income/expense: \_\_\_\_\_

6. **PROJECT SCHEDULE**- Attach the planned schedule of your project. Provide a timeline of your project from start to finish indicating work already complete, if applicable, and the expected timeframe when the requested funds are needed and/or will be spent

7. **GRANT REQUEST DOLLAR AMOUNT**- Enter the exact dollar amount that you are requesting from Swedish Council of America

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8. **CERTIFICATION**

We certify that the information provided in this application is true and correct to best of our knowledge.

Authorized by:  
(SCA affiliate organization representative or SCA director- see Grant guidelines)

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Typed Name	Title	Signature	Date
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Project Director

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Typed Name	Title	Signature	Date
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**ATTACH DOCUMENTATION. SUBMIT ORIGINAL AND SIX (6) COPIES**

The application may be no more than five pages long. In addition, up to three pieces of supporting material may be included