

# Jerry Metcalf Foundation Grant Application Instructions

**Please attach a two-page narrative to the application cover sheet that contains your**

- project description,
- goals and outcomes,
- preliminary budget, and
- a short description of how you plan to use JMF grant dollars in your project.

## **Formatting instructions (follow these CAREFULLY)**

Your narrative must be no more than **two, double-spaced pages** (i.e. two single-sided pages or one duplexed page) **plus one page for your preliminary budget** if necessary. Use 10-12 point type on white paper and send **NO attachments** other than an IRS Verification of 501(c) (3) status, if appropriate. Your cover sheet must be signed and dated by an officer of your organization or yourself if you are applying as an individual.

## **Sending your application**

Our evaluation process requires **THREE COMPLETE SETS** of your proposal (your narrative and preliminary budget plus the application cover sheet), this means one original plus two copies. We only need one copy of any IRS verification. **Applications must be postmarked on or before March 15, 2020. We will only accept application packets mailed to the following address:**

**JERRY METCALF FOUNDATION  
P.O. BOX 823  
HELENA, MT 59624**

This P.O. Box is our sole method of collecting mail, so please do not send your application via Federal Express or UPS overnight letters. If you do, they will be undeliverable. Also, applications sent to us via e-mail will not be considered.

## **Grant Cycle Time Frame**

<b>March 15</b>	Applications due
<b>May 15</b>	Selection Made, Applicants Notified of Decision
<b>June 8</b>	Contracts Signed and Awards Announced
<b>July (First Week)</b>	Checks Mailed

For additional information, check out [www.JerryMetcalfMontana.org](http://www.JerryMetcalfMontana.org) or send an e-mail to [info@jerrymetcalfmontana.org](mailto:info@jerrymetcalfmontana.org). You can also call Beth Satre at 406-461-8708 and leave a voicemail message with a number where she can reach you after 5 p.m.