

# 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 (please follow these carefully):**

Your narrative must be no more than **two, double-spaced pages (i.e. two single-sided pages or one duplexed page)**. Please 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 preliminary application**

Our evaluation process requires **THREE COMPLETE SETS** of your preliminary proposal (your narrative plus the application cover sheet), that means one original plus two copies. We only need one copy of any IRS verification. **Preliminary applications must be postmarked on or before March 15, 2017. 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.

**Time Frame:**

<b>March 15</b>	<b>Applications due</b>
<b>May 1</b>	<b>Selection made, applicants notified of decision</b>
<b>June 1</b>	<b>Financials reviewed and contracts signed</b>
<b>June 8</b>	<b>Awards announced and checks mailed</b>

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