

Cardinal Bank Community Fund Application and Procedures for Grant Funding

"Communities are enriched, one life at a time."

The *Short Form* Application should be used for proposals requesting \$2,500 or less.

Date _____

Application Information

Legal Name of Organization: _____

Address: _____

Phone: _____ Fax: _____ Website URL: _____

Executive Director / CEO: _____

Contact Name (if different from Executive Director): _____

Title _____

Email Address: _____ Phone: _____ Fax: _____

Amount of Request: \$ _____

Brief Program Purpose and Description _____

Organization Information

Are you a 501(c)(3) organization? Yes No FID # _____

Year Founded _____ Number of employees _____ Number of volunteers _____

Donation history with Cardinal Bank: _____

Organization's Mission Statement: _____



Description of your Organization and basic services provided: *(documents/brochures may be attached)* _____

Geographical area served by Organization: _____

Budget and Other Information

Total Program budget: \$_____ Amount of this request: \$ _____

Period of time in which funds will be spent (anticipated start and end date) _____

Total Annual Organization Budget: \$ _____ Fiscal Year: _____

Is your grant request time sensitive? Explain: _____

Cardinal Bank Contact

Application Deadlines and Response Process

Applications will be reviewed for financial participation in sponsorships and charitable activities. All proposals must be in writing and should include details for any specific sponsorship activity and intended benefits to be received.

The CBCF Committee meets quarterly in January, April, July and October to review grant applications. Complete proposals are due on the 15th of December, March, June and September.

Funding decisions are based on available resources, number of applicants, and eligibility and degree to which proposal meets the Cardinal Bank Community Fund charitable giving priorities and review criteria.

Applicant's Signature: _____

Submit completed grant application and support documentation to:

Cardinal Bank
Attention: Cardinal Bank Community Fund
8270 Greensboro Drive, Suite 500
McLean, Virginia 22102

