Whittemore Travel Grant Application (Template)

Organization

Organization Information

Legal Name of Organization: *

Connecticut Community Foundation

IRS Tax Status: *

Select... ▾

Has any of your organizational information changed?

No   Yes

# of Staff Employed by Organization: *

Contact Information

CEO/Executive Director

First Name: *

Last Name: *

Title: *

Telephone Number: *

Email Address: *

Primary Contact is Different from CEO/Executive Director

No   Yes

PROJECT INFORMATION

Project Name or Use of Funds: *

Total Project Cost (please round to the nearest dollar): *

Amount Requested from the Foundation (please round to the nearest dollar) *

Due to the time required for funding decisions, the funding period should not begin until three months after the current grant deadline. (If you plan to start a program before that time, please contact the respective Program Officer to discuss in advance).

Project Start Date: *

mm/dd/yyyy

Estimated Project End Date: *

mm/dd/yyyy

Estimated # of People Served by Project: *

Target Population for Project: *

Request Narrative

A. BACKGROUND

Briefly describe the organization's history coordinating international group trips. Make sure to specify whether or not the trip is sponsored by a department, club or entity within the applicant organization (for example, a foreign language club within a school).

B. STAFFING

Please identify the primary coordinator of the trip. What are his or her qualifications for leading an international group experience

C. PROGRAM DESCRIPTIONS

Program Itinerary:

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Timeframe:

3000 characters remaining

Number of participants and a description of how they will be recruited:

3000 characters remaining

Number of adult chaperones:

Describe how this program will advance cross cultural education.

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D. RESULTS & OUTCOMES

- Why did you choose the destination or program?
- What will participants gain and learn from their experience?
- What opportunities will there be for group interaction with youth from other nations?

Results and Outcomes

3000 characters remaining

It is a requirement for youth to share their experience. How will participants share their experience after they return? Include a specific plan to exchange information after the completion of the trip.

3000 characters remaining

What is the adult to youth ratio for the trip?

Project Budget

A. OUTLINE OF YOUR PROJECT EXPENSES

Describe how you will use grant funds to support the program. Please include the number of youth that will be supported by the funds. Will the requested support provide full or partial financial aid for participants?

Describe the criteria used to determine financial need for participants:

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Please provide information on your program or trip expenses, using the categories provided below:

Airfare: (# of youth x cost per round trip ticket) *

Ground Transportation:

Lodging: (Cost per participant/night x # of nights of the trip)

Meals:

Incidental Expenses:

Cost for Post-Trip Exchange:

Please provide information on your program or trip expenses, using the categories provided below:

Airfare: (# of youth x cost per round trip ticket) *

Ground Transportation:

Lodging: (Cost per participant/night x # of nights of the trip)

Meals:

Incidental Expenses:

Cost for Post-Trip Exchange:

Cost to Organize a Local Event with an International Focus:

Cost to Organize a Youth Event with an International Focus:

Total Project Costs   0

Please provide information on all the income needed to make this trip or program possible:

Amount Requested from the Foundation (Maximum of $3,000): *

Support for the Project from Your Organization: *

Amount Raised through Fundraising Events: *

Amount Paid by Participants: *

Total Income from all Sources: 0

Signatures

Electronic Signature of Person Completing Application:

Sign here

Name:

Title:

Date Signed:

Electronic Signature of Executive Director or equivalent:

Sign here

Name:

Title:

Date Signed: