

**The Monocacy Foundation**  
Grant Application for Individual or Agency

Grants are awarded to individuals with a developmental disability or to an agency serving Frederick County Maryland citizens with developmental disabilities. Grants are given to meet medical, educational or recreational needs or wishes if funds are unavailable from other sources.

**GRANT REQUESTS FOR RESPITE CARE WILL NOT BE ACCEPTED!**

**Application Process**

- Please type and single space all narrative materials
- Submit one copy by *email*([marty@communitylivinginc.org](mailto:marty@communitylivinginc.org)), *fax* (301-663-0476) *or hard copy* to Ms. Marty Young at the address on the bottom of the page
- Grant applications will be accepted from **August 15<sup>th</sup> until October 7<sup>th</sup> 2016**

**Guidelines**

**Cover Letter and Proposal Summary**

- The letter should include the name of the individual or agency, address, telephone number, fax number or email address, if available. Describe in 1 or 2 pages the intended use of the funds requested and why they are needed. Include items listed below.

**Proposal Narrative**

For an individual:

- Their address (they **MUST** live in Frederick County, Maryland)
- Proof of receiving SSDI, VA benefits, or Federal Government Award Letter
- Doctor Diagnosis or Psychiatrist Diagnosis to prove they have a developmental disabilities
- Amount of funds needed and why they are needed.
- Proof of financial need (1040 or a list of income vs. bills+ number of family members)

For an agency:

- A brief summary of agency mission and goals
- Brief description of current programs, activities and accomplishments
- Describe the organization's structure, list of board members, staff responsibilities and level of volunteer involvement
- Current annual budget
- Funding sources
- A copy of original IRS determination letter including 501© 3 status

**The Monocacy Foundation**  
**620-B Research Court**  
**Frederick, Maryland 21703**  
**Questions: Call Ms. Marty Young 301-663-8811 ext 1202**  
**Marty@communitylivinginc.org**

