

Cross Charitable Foundation Application Clarifications:

Over the years the Board has come across several areas in the grant applications that have been confusing and might hinder you from receiving a grant. In order to help the quality of the grants, we wanted to point out several points that could be improved.

- Program/Project Description
 - Please simply tell us what you are going to use the money for. Buzzwords sound wonderful but do not give the Board a clear picture of how the money will be spent. For example, here is a clear goal that the Board can appreciate:
 - Project Name: Highway Clean Up
 - Program/Project Description: Organizing 100 volunteers with safety vests, buying three boxes of garbage bags, gasoline and mileage for vehicles to pick up bags and take to landfill.
- Staff Positions and Salary
 - Please list each staff position, their responsibilities and exact dollar amount for that position. We are looking for reasonable salaries for each position for the size of the organization.
 - In addition, please list all officers of the entire organization, (not just the staff working on the particular grant) and list each of those officers salaries.
- Project/Program Budget or Annual Operation Budget
 - Please provide a budget of both the income and disbursements for the program/project.
- Audited or Other Prepared Financial Statements
 - Financial statements (audited, reviewed, or internal) more than **one**-year old are not considered current. All financial statements **MUST** be current. Old/outdated financial statements do not give the Board a clear picture of how solvent your organization is. With the deadline of September 15 for submitting your application, you have the opportunity to have current financial statements completed for our review. If you do not have audited or reviewed financials, please provide the most recent financial statement(s) **AND** a current internal balance sheet and income statement. If your financial documents are more than **one**-year-old, they will be outdated and will not be considered.