



**The Albany County Convention and Visitors Bureau Fund
of the Community Foundation for the Greater Capital Region**

SUBMISSION INSTRUCTIONS:

Please email the following information to Shelly Connolly at sconnolly@cfgr.org:

1. A copy of this application form.
2. A copy of a budget for current (fiscal or calendar) year of organization.*
3. A copy of a project budget for program.*
4. A list of the Board of Directors. Please include the amount of monetary donations and time the board contributes to operation of the organization. **For example:** "X" percentage of the board contributes "X" amount of dollars **AND** "X" percentage of the board contributes "X" amount of hours.
5. Organization's audit for the last complete fiscal year or IRS Form 990.
6. (Optional) Letters of support may be included.

***Include all revenues and expenses and all sources of financial support (pending and received) and any qualifications, along with termination dates on any financial support.**

ORGANIZATION INFORMATION:

1. Please enter the following requested general information:

Organization's legal name: _____
Also known as: _____
Address: _____
EIN #: _____
Telephone: _____ Fax: _____
Website: _____

2. Briefly describe purpose of organization (you may attach a lengthier summary to supplement this section, maximum 1 page):

3. Number of personnel who are:

____ Full-time ____ Volunteers (full-time or part-time) ____ Part-time ____ Interns

4. Please enter the following requested financial information:

	<i>F/Y Income</i>	<i>F/Y Expense</i>	<i># Individuals Served</i>
Current Budget Year	_____	_____	_____
Past Year	_____	_____	_____
Second Past Year	_____	_____	_____

