

**GRANT APPLICATION  
COMSTOCK FUND  
FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST of ALPENA MICHIGAN**

First Congregational United Church of Christ of Alpena invites non-profit agencies and organizations to apply for grants from our Comstock Fund. The Comstock Fund supports programs that render service to all people and strives for righteousness, justice and peace.

**INTRODUCTION**

**Grant applications must be submitted on this application form.** A Microsoft Word file is available for you to use. A **signature is required** on your application. (e-mailed applications are now accepted.) Each project should be on a separate form. Grant applications should be sent to:

**Comstock Committee, First Congregational United Church of Christ, 201 South Second Ave, Alpena, MI 49707.**  
Phone: 989-356-1795 Email: officeuccalp@gmail.com.

**Application deadline is October 1  
(First Congregational Church is not responsible for mailing delays)**

Applicants should be familiar with “Comstock Application Guidelines.” (For your convenience, a copy is attached below)

Eligible Grant applicants are any non-profit organization, as well as any Board, Committee, or Organization within First Congregational United Church of Christ of Alpena.

Applicants may be asked to have a representative appear at a later date to answer questions. Applicants who are awarded Comstock Funds are required to submit a Recipient Report Form by June 30 to be eligible for funds the following year.

**PROJECT DESCRIPTION**

Provide a brief title for the project: \_\_\_\_\_ Total amount requested: \_\_\_\_\_

Please provide a brief description of the project:

**Attach to this form, complete details of the project, including  
a complete budget for the project and long and short-term objectives of the project.**

**APPLICANT INFORMATION**

Organization

Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ **Email:** \_\_\_\_\_

If applicant is from outside First Congregational United Church of Christ of Alpena, attach to this form a complete description of your organization, including names of officers and directors. Also, attach any other information about your organization, which you think would be helpful.

Signature for Organization \_\_\_\_\_

Date \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_

Date \_\_\_\_\_

# Comstock Application “Guidelines”

First Congregational United Church of Christ of Alpena invites non-profit agencies and organizations to apply for grants from our Comstock Fund. The Comstock Fund supports programs that render service to all people and strives for righteousness, justice, compassion, and peace.

## Comstock Grant Application Check List

- **Submit the application in paper form (or via email) to First Congregational United Church of Christ by the deadline of October 1st. Applications must be received (not postmarked) no later than October 1<sup>st</sup>. We are not responsible for mailing delays.**
- Use original form, or, if creating your own form, follow, precisely, **the format** of the original form. (Call the Church office 989 356-1795 to have a Microsoft Word file emailed to you.)
- Make sure the application has appropriate signatures.
- Clearly state the non-profit organization or agency for which the application is being submitted.
- State project objectives clearly. Additional pages may be necessary and may be attached.
- If possible, show how project objectives may be measured.
- Be certain that proposed objectives can be achieved within the one-year time allotment.
- If you are awarded a grant, you will receive a “Funds Request Form” with your notification letter. You must return the “Funds **Request** Form” to actually receive your grant funds.
- The “Recipient **Report** Form” must be filed by June 30<sup>th</sup> to qualify for a grant application the following year.

If you have any questions about the application, call First Congregational United Church of Christ at (989) 356-1795. Our office hours are 9 AM – 1 PM Monday through Thursday.

Please keep in mind:

- Grants greater than \$10,000 have never been awarded to an outside organization.
- Rarely have awarded grants exceeded \$5,000.
- "Bricks and mortar" grants are seldom awarded.

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