



Arlington Community Foundation Prompt Response Fund

About the Prompt Response Fund

The Arlington Community Foundation administers the Prompt Response Fund. **The purpose of the Fund is to help nonprofit groups in Arlington respond quickly to unanticipated opportunities or unexpected, urgent community needs.** Applicants may expect proposals to be reviewed and obtain notification of funding within one week. The Fund will award grants of up to \$1,000.

An application form is attached. Applications may be mailed, hand delivered, faxed or e-mailed.

Questions?

For more information, contact the office:

Arlington Community Foundation
818 N. Quincy Street, Suite 103
Arlington, VA 22203
(703)243-4785 | info@arlc.org



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Grant Application

Non-Profit Organization Name: _____

501(c)(3): Yes _____ No _____ Other (please specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Applicant Name: _____ Amount Requested: \$ _____

Signature of Applicant

Date

Signature of Supervisor (if applicable)

Date

Application Format

To apply, submit **one** original application in one or two pages. Please include:

- Description of organization
- Emergency or unexpected community needs that will be addressed
- Proposal of goals and activities along with timetable for proposed grant
- Itemized budget

If approved, the Foundation requires that grant recipients submit a one-page Final Report within thirty (30) days after the completion of the project for which the funds are granted.

Application Submission

Mail, deliver, fax or e-mail applications to:

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818 N. Quincy Street, Suite 103
Arlington, VA 22203
info@arlc.org
(p) 703-243-4785 | (f) 703-243-4796