

KENOSHA COMMUNITY FOUNDATION
2012 GRANT APPLICATION GUIDELINES

OVERALL INSTRUCTIONS

1. SELECT ONE OF THE FIVE GRANT FUNDS AVAILABLE listed on the grant application form.
2. COMPLETE THE TWO PAGE APPLICATION FORM (this form can be filled and printed).
3. DEVELOP A NARRATIVE SECTION that follows the format as outlined on page 4.
4. COMPILE ITEMS listed in the checklist (page 2) and include them in the application.
5. SEND THE COMPLETED APPLICATION to the Foundation by **4 p.m. February 29, 2012.**

BACKGROUND INFORMATION

Grant Funds Available	Focus of the Fund
Unrestricted Funds	Grants from this group of funds support programs that improve the general welfare and enhance the quality of life for people of all ages in the greater Kenosha community. For the 2012 grant cycle, the Foundation will give highest priority to programs that address a broad range of basic human needs that are being impacted within the Kenosha community by the current downturn in economic conditions.
OMC Legacy Fund	Supports programs and activities that improve the general welfare and enhance the quality of life for youth in the greater Kenosha community.
LaFave Family Fund	Supports programs and organizations that promote understanding, communication and a sense of tolerance between individuals and groups by education, arts and humanities.
Women’s Fund	Supports programs that create opportunities for women and children through responsive philanthropy and community involvement.
Arts Fund	Supports programs that enhance the culture, economy and quality of life in Kenosha County; the fund is particularly interested in: a) opportunities and creative initiatives for expanding art in Kenosha; b) urgent needs which sustain fledgling organizations or efforts; and/or c) projects that have educational value.

Collaborative efforts are encouraged, with two or more organizations jointly planning and delivering programs offering creative solutions to these pressing concerns.

THE FOUNDATION WILL:	WHEN USING UNRESTRICTED FUNDS, THE FOUNDATION USUALLY WILL NOT:
<ul style="list-style-type: none"> • Screen and give fair review to all applications submitted. • Promptly send a copy of the Foundation’s application forms and requirements on request. • Consider granting support to new charitable organizations and agencies that not only show promise for success, but also demonstrate sound management practices, clear goals relevant to community needs, and effective ways to achieve those goals. • Provide funds to match other resources already gathered and offer challenge grants in order to stimulate support of a program by other funding sources. • Grant support to established agencies that are either seeking to expand their services and develop new programs, or that are experiencing temporary financial difficulty. • Expect an explanation of the process that will be used to monitor or evaluate the impact or effect of the grant. • Encourage grants that promote collaboration and reduce service duplication. • Favor grants that apply the Foundation’s limited resources where they will make a significant difference in meeting an important community need. 	<ul style="list-style-type: none"> • Repeat grants to the same project on an open-ended basis. • Assume support of the regular operational expenses of a program except during the initial years of promising new ventures. • Contribute to endowment funds. • Support sectarian (religious) programs. • Make direct grants to individuals. • Make grants for annual campaigns, debt retirement, or lobbying. • Make grants outside the greater Kenosha area.

NOTE: In previous years, the Foundation awarded grants between \$500 and \$18,000 to area not-for-profit organizations.

The Kenosha Community Foundation does not discriminate on the basis of age, race, religion, sex, or national origin. We expect grant applicants to hold similar standards.

COVER PAGE

**KENOSHA COMMUNITY FOUNDATION
2012 GRANT APPLICATION FORM**

Date of Application _____

If an internally-produced grant proposal is prepared by the applicant, please be certain that it follows the identical order of information presented on the Foundation's Grant Application Form. (including the Checklist and all Organization Information, which should be completed in full).

APPLICATION FOR (choose only one of the following funds):

_ Unrestricted Funds _ OMC Legacy Funds _ LaFave Family Fund _ Women's Fund _ Arts Fund

CHECKLIST

(Please checkoff each item to verify that the Grant Application requirements have been fulfilled):

- Applicant agency has a non-discrimination policy.
- Most recent financial audit **or** IRS Form 990 is attached.
- IRS determination letter is attached.
- Governing body has authorized grant application.
- Grant Application Form is complete and signed by an officer of the governing body.
- Grant Application Narrative is complete; 1 copy is attached.
- 1 copy of the following requirements is attached:
 - Complete list of the organization's officers and directors.
 - Statement of actual income and expenses for the past fiscal year.
 - Income and expense budget for the current fiscal year.

Signature of Organization Representative completing checklist

APPLICANT ORGANIZATION INFORMATION

Organization Name _____

Complete Mailing Address _____

City/State/Zip Code _____

Chief Staff Officer _____ Phone number _____

Project Contact Person _____ Phone number _____

Fax number _____ Email address _____

Address (if different from Mailing Address above) _____

Web Site _____

GRANT APPLICATION FORM, page 2

Applicant Organization: _____

Date organization was established _____

Organization's **total** operating budget for: past year \$ _____ current year \$ _____

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, religion, sex, or national origin? yes _____ no _____

Does the organization have federal tax exempt status? yes _____ no _____ If no, please explain:

PROJECT INFORMATION (for which Foundation funds are requested)

Total proposed project budget \$ _____ Grant amount requested \$ _____

Project description: _____

Other sources and amounts of project income, including in-kind support: _____

Specific use of Foundation grant if funded: _____

Description of population to be served by project, including total number and other significant characteristics:

What geographic area does this project target? _____

Duration of project: from _____ to _____

This application must be signed by an officer of the organization's governing body:

Signature Title

Complete and submit Grant Application Form, Narrative, and attachments, with specified number of copies, to:
Kenosha Community Foundation
600 52nd Street, Suite 110,
Kenosha, WI 53140

Phone: (262) 654-2412; FAX: (262) 654-2615; email: eganschaw@kenoshafoundation.org

To be considered for the 2012 Grants cycle, applications must be received at the Foundation office by no later than:
4:00 P.M. on Wednesday, February 29, 2012.

INSTRUCTIONS FOR PROPOSAL NARRATIVES

PLEASE PROVIDE THE FOLLOWING INFORMATION IN NARRATIVE FORM FOLLOWING THE FORMAT OUTLINED BELOW.

Please confine the narrative to two pages maximum.

I. Organization Information (Please provide a brief summary of):

- A. Your organization's name, mission and goals, and major accomplishments.
- B. How this project relates to your organization's mission.
- C. Your total number of paid staff and volunteers, and the number to be employed in this project.
- D. The population generally served by your organization, including total number and characteristics, and the principal geographic area served by your organization.

II. Project/Program Description (Please specify):

- E. How the program advances the focus of the fund which the application is being submitted.
- F. Project outcomes that you plan to achieve, and strategies that will be used to achieve them.
- G. Evidence of potential for post-grant sustainability.

III. Evaluation Methods (Please outline):

- H. How progress will be tracked.
- I. How outcomes will be measured.
- J. Frequency of progress reports.

IV. Funding Considerations (Please describe):

- K. Plans for obtaining any other funding needed for project.
- L. Plans for obtaining future funding if this is a multi-year project.

REMEMBER: Submit **one (1) copy** of the Grant Application Form, with **one (1) copy** of the following attachments:

1. Grant Application Narrative following the format as outlined.
2. A complete list of the organization's officers and directors.
3. Statement of actual income and expenses for the **past** fiscal year.
4. Income and expense budget for the **current** fiscal year.
5. The organization's most recent audited financial statements, **or** your most recent IRS Form 990.
6. Your IRS federal tax exemption determination letter.

Completed grant applications must be submitted to the Foundation by 4 pm. February 29, 2012.