

**Kenosha Community Foundation
Arts Fund
Organization Grant Application Narrative**

Please provide the following information in narrative form, in the format as outlined. Please confine the narrative to two pages maximum.

I. Organization Information Please provide a brief summary of:

- A. Your name or your organization's name, mission and goals, and major accomplishments.
- B. How this project/program 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. Brief overview of your project/program or program and whether it is a performing, literary or visual arts project.
- F. How your project/program relates to the purpose of the Arts Fund: The Arts Fund raises money and distributes it to the arts community to enhance culture, economy and the quality of life in Kenosha County.
- G. How your project/program impacts the arts community or the community at large.
- H. Project/program outcomes you plan to achieve.
- I. What strategies will be used to achieve the proposed outcomes.
- J. Any linkages or collaborations with other organizations and how they will help to achieve the outcomes.
- K. How your project promotes diversity or reaches diverse populations.

III. Evaluation Methods Please outline:

- L. How progress will be tracked.
- M. How outcomes will be measured.
- N. Frequency of progress reports.

IV. Funding Considerations Please describe:

- O. Plans for obtaining any other funding needed for the project.
- P. Plans for obtaining future funding if this is multi-year or ongoing project.

KENOSHA COMMUNITY FOUNDATION ARTS FUND Organization Grant Application Form

The Arts Fund raises money and distributes it to the arts community to enhance the culture, economy and quality of life in Kenosha County.

The Arts Fund is particularly interested in:

- a) opportunities and creative initiatives for expanding art in Kenosha,
- b) urgent needs which sustain fledgling organizations or efforts,
- c) projects that have educational value.

If an internally-prepared Grant Application Form is prepared by the applicant, please be certain that it is identical to the blank Grant Application Form provided by the Foundation, including the Checklist and all Organization Information, completed in full.

CHECKLIST

Please place a check mark for each item to verify that the Grant Application requirements have been fulfilled.

- Application agency has a nondiscrimination 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; 6 copies are attached.
- Grant Application Narrative is complete; 6 copies are attached.
- Six (6) copies of the following requirements are attached
 - 1. Grant Application Narrative following the format as outlined.
 - 2. A complete list of organization's officers and directors.
 - 3. Statement of actual income and expense for the past fiscal year.
 - 4. Income and expense budget for the current fiscal year.
 - 5. Proposed project/program income and expense budget.
 - 6. Letter of commitment from any collaborating agencies or organizations.
- One (1) copy of the following attachments:
 - 1. The organization's most recent audited financial statements, or your IRS Form 990.
 - 2. Your IRS federal tax exemption determination letter.

Signature of Organization Representative completing checklist

Applicant Organization Information

Organization Name _____

Mailing Address _____

City/State/Zip _____

Chief Staff Officer _____ Phone Number _____

Project Contact Person _____ Phone Number _____

Fax Number _____ Email Address _____

Address (if different from Mailing Address above) _____

Date organization was established _____

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

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

Project Information

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: _____

Duration of project: _____

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

Signature

Title

Complete and submit the Grant Application Form, Narrative
and attachments, with specified number of copies to:

The Arts Fund
Kenosha Community Foundation
600 52 Street, Suite 110
Kenosha, WI 53140

No later than 4 P.M. on Friday February 26, 2010

Kenosha Community Foundation Arts Fund Grant Application Policy & Procedure

POLICY:

The Arts Fund makes grants annually to arts organizations and/or arts professionals in accordance with its mission, based on the following guidelines:

The applicant is an established not-for-profit organization or an individual artist.

The proposed project will enhance the culture, economy, and quality of life in Kenosha County.

The project is anticipated to have an impact on the arts community or the community at large.

There is high potential for promoting diversity and/or reaching diverse populations.

The project contributes to the overall goal of promoting a full range of performing, literary and visual arts.

Preference is given to a) opportunities and creative initiatives for expanding art in Kenosha, b) urgent needs which sustain fledgling organizations or efforts, c) projects that have educational value.

PROCEDURE:

Grant Subcommittee Formed

Grant Application Reviewed and Updated

Grant Application Deadline and Timetables Determined

Amount of Money available to distribute determined

Announce grant opportunity, process and deadline date through the media and community arts organizations

Receive grant applications

Review applications for completion

Subcommittee meets to review complete applications. Grant decisions are made.

Submit grant recommendations to Foundation Board for approval.

Grant decisions are announced.

Successful applicants are informed of funding.

Successful applicants submit a post grant report upon completion of the project/program.