

KENOSHA COMMUNITY FOUNDATION GRANT APPLICATION GUIDELINES

- The Kenosha Community Foundation supports programs that improve the general welfare and enhance the quality of life for residents of the greater Kenosha community. For the 2010 grant cycle, the Foundation will be giving funding 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. Preference will be given to funding proposals that are collaborative, with two or more organizations jointly planning and delivering programs offering creative solutions to these pressing concerns..

THE FOUNDATION WILL:

- ❖ Screen and give fair review to all applications submitted.
- ❖ Promptly send a copy of the Foundation's application forms and requirements on request.
- ❖ When appropriate, help prospective grant applicants scale their proposals to fit available resources.
- ❖ 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.

WHEN USING UNRESTRICTED FUNDS, THE FOUNDATION USUALLY WILL NOT:

- ❖ 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.

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.

Applicants are encouraged to discuss their project with Foundation staff, or submit a brief letter of intent describing the project for which funding is sought, prior to submitting a completed application, to find out if the idea is potentially fundable by the Foundation.

KENOSHA COMMUNITY FOUNDATION

OMC Legacy Fund

2010 GRANT APPLICATION FORM

[If an internally-produced 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, which should be completed in full).]

CHECKLIST

(Please place a checkmark for 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; 18 copies are attached.
- Grant Application Narrative is complete; 18 copies are attached.
- 18 copies of the following requirements are 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) _____

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, OMC Legacy Fund, HarborView Office Center, 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 2010 Grants cycle, applications must be received at the Foundation office by no later than:
4:00 P.M. on Friday, February 26, 2010.

KENOSHA COMMUNITY FOUNDATION
OMC Legacy Fund
GRANT APPLICATION NARRATIVE

The OMC Legacy Fund was established within the Kenosha Community Foundation for the overall benefit of the greater Kenosha community, in recognition of the former employees of Outboard Marine Corporation. Annual distributions are made to advance civic and youth causes within the greater Kenosha area.

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 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 civic or youth causes within Kenosha County.
- 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.

Please submit **eighteen (18) copies** of the Grant Application Form, with **eighteen (18) copies** 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.

Please submit **one (1) copy** of the following attachments:

1. The organization's most recent audited financial statements, **or** your most recent IRS Form 990.
2. Your IRS federal tax exemption determination letter.