

## **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 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**

**2010 GRANT APPLICATION FORM**

**Grants from the Foundation's Unrestricted Funds**

[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.
  - Letters of commitment from collaborating agencies or organizations.

\_\_\_\_\_  
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: \_\_\_\_\_

\_\_\_\_\_

Collaborating organizations (whose letters of commitment are attached): \_\_\_\_\_

\_\_\_\_\_

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, 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 2009 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**  
**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 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. The collaborative nature of the program (with identification of the organizations involved jointly with the "lead" or applicant agency, and the ways in which all participating organizations, including the applicant agency, propose to work together).
- F. How the program addresses literacy or lifelong learning for persons in Kenosha County.
- G. Project outcomes that you plan to achieve, and strategies that will be used to achieve them.
- H. Evidence of potential for post-grant sustainability.

**III. Evaluation Methods** (Please outline):

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

**IV. Funding Considerations** (Please describe):

- L. Plans for obtaining any other funding needed for project.
- M. 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.
5. Letters of commitment from collaborating agencies or organizations.

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.