



**KENOSHA COMMUNITY FOUNDATION**  
**2018 UNRESTRICTED FUNDS GRANT APPLICATION GUIDELINES**

**INSTRUCTIONS**

1. COMPLETE THE APPLICATION FORM – remember to complete the form in the order requested on the Grant Application Form.
2. COMPILE ITEMS listed on page 5 and include them in the APPLICATION PACKAGE.
3. SEND THE APPLICATION PACKAGE to the Foundation by **4 p.m. Thursday March 8, 2018:**
  - By mail to: **Kenosha Community Foundation**  
**600 52nd Street, Suite 110,**  
**Kenosha, WI 53140**
  - By email to: **email@kenoshafoundation.org**

**FOCUS OF 2018 FUNDING**

With Unrestricted funds, the Kenosha Community Foundation will:

- Fund projects from not-for-profit organizations that align with the Foundation’s mission “to enhance the quality of life for the residents of Kenosha County.”
  - Additionally, non-profit organizations with projects that provide services in the areas\* of **substance abuse, mental health or transportation** are highly encouraged to apply.
- Give priority to collaborative efforts, with two or more organizations jointly planning and delivering projects that offer creative solutions or ideas.
- Give priority to projects that use Foundation funds to leverage other funding sources.
- Award a maximum of **\$7,500** per grant request.

**\*NOTE:** These service areas were identified in the Foundation’s 2018 Community Needs Assessment Survey – view the results of the survey at [www.kenoshafoundation.org/what-kenosha-needs](http://www.kenoshafoundation.org/what-kenosha-needs).

**APPLICATION FORM**

**SECTION 1 - PROPOSED PROJECT INFORMATION**  
(for which Foundation’s Unrestricted Funds are requested)

**Organization Name** \_\_\_\_\_

**Project Title / Narrative Summary of the Proposed Project**  
(Limit the response to 250 characters – this may be used in a future media release if a grant is awarded.)

**Duration of the Project:** from \_\_\_\_\_ to \_\_\_\_\_

**Grant amount requested:** \$ \_\_\_\_\_

**Total project budget:** \$ \_\_\_\_\_

**% Budget to be funded by this grant:** \_\_\_\_\_

**Other sources and project income, including in-kind support** (Limit the response to 250 characters):

**% of Project Budget expected from in-kind support sources:** \_\_\_\_\_

**Provide specific details of the project – how will Foundation funding be used? (3,000 character limit):**

*(NOTE: A 3,000 character limit is equivalent to about one page of text.)*

## **SECTION 2 - SUPPLEMENTAL QUESTIONS ON THE PROPOSED PROJECT**

*Please provide short responses (ideally one to two paragraphs) to each of the following questions:*

**Describe the population to be served by the project, including the total number of beneficiaries or participants and the selection criteria to be used.**

**What geographic area does this project target?**

**How does the project advance the Foundation's 2018 Grant Making Focus for Unrestricted Funds?**

**How does this project relate to your organization's mission?**

**What total number of paid staff and volunteers that will be involved in this project?**

**Specify project outcomes that you plan to achieve and the strategies that to be used to achieve them.**

**How will project progress be tracked and project outcomes measured?**

**Specify plans for obtaining other sources of funding for project.**

**Detail plans for post-grant sustainability, including plans for obtaining future funding if a multi-year project.**

**SECTION 3 - ORGANIZATION INFORMATION**

**Organization Name** \_\_\_\_\_

**Date organization was established** \_\_\_\_\_

**Complete Mailing Address** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

**Project Contact** \_\_\_\_\_ **Phone number** \_\_\_\_\_

**Chief Staff Officer** (if different than above) \_\_\_\_\_

**Contact Email address** \_\_\_\_\_

**Organization's Web Site** \_\_\_\_\_

**What other Social Media does the Organization use?** \_\_\_\_\_

**Organization's total operating budget for 2017 \$ \_\_\_\_\_ for 2018 \$ \_\_\_\_\_**

**Percentage of the organization's budget spent on Administration/Administrative Services \_\_\_\_\_%**

**Does the organization have federal tax exempt status? If No, please explain.**

**What population is served by your organization; please include total number and characteristics, and the principal geographic area that the organization serves (*Limit the response to 500 characters*)?**

**Briefly list the Organization's mission, goals, and recent accomplishments (*Limit to 500 characters*).**

**APPLICATION PACKAGE REQUIREMENTS**

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

1. A complete list of the organization’s officers and directors.
2. Statement of actual income and expenses for the **past** fiscal year.
3. Income and expense budget for the **current** fiscal year.
4. The organization’s most recent audited financial statements, **or** your most recent IRS Form 990.
5. A letter stating that the organization’s governing body has authorized the grant application.
6. Your IRS federal tax exemption determination letter.
7. Your employment non-discrimination policy.

TAKE NOTE: As the Kenosha Community Foundation does not discriminate on the basis of age, race, religion, sex, or national origin, it requires that all applicants for grant funding include a board approved copy of the organization’s employment nondiscrimination policy; this can include:

- Policy text is on organization’s letterhead and is signed by board chair or executive director.
  - Copy of policy text in organization’s by-laws, employee manual, or other official source.
- Please include copy of relevant pages and highlight the policy text.

Submit the completed Grant Application Package to:

mail: **Kenosha Community Foundation**  
**600 52nd Street, Suite 110**  
**Kenosha, WI 53140**

email: **email@kenoshafoundation.org**

To be considered for the 2018 grant cycle, applications must be received at the Foundation office by:

**4 P.M. on Thursday, March 8, 2018.**

**A NOTE ON THE KENOSHA COMMUNITY FOUNDATION’S POLICIES ON THE USE OF UNRESTRICTED FUNDS**

In 2017, the Kenosha Community Foundation awarded 14 grants to area not-for-profit organizations to projects (averaging \$4,000/grant) from its pool of Unrestricted Funds. In its Unrestricted Fund grant making, the Kenosha Community Foundation adheres to the following policies:

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

NOTE: Six months after receipt of a grant from the Foundation, the receiving organization will be required to report on the use of the grant funds. Failure to report will be a factor in consideration of the organization’s future grant requests.