KENOSHA COMMUNITY FOUNDATION
2019 GRANT APPLICATION GUIDELINES

OVERALL INSTRUCTIONS

1. SELECT ONE OF THE FOUR GRANT FUNDS AVAILABLE listed on the grant application form.
2. COMPLETE THE APPLICATION FORM (this form can be filled and printed).
3. COMPILE ITEMS listed in the checklist and include them in the application.
4. SEND THE COMPLETED APPLICATION to the Foundation by <mark>4 p.m. Friday, September 28, 2018</mark>.

BACKGROUND INFORMATION

Grant Funds Available	Focus of the Fund
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. Last year, the Foundation awarded five grants from this fund – the average grant was $2,140.
LaFave Family Fund	Supports programs and organizations that promote understanding, communication and a sense of tolerance between individuals and groups through education, arts and humanities. Last year, the Foundation awarded 11 grants from this fund – the average grant was $2,411.
Women's Fund	Supports programs that create opportunities for women and children through responsive philanthropy and community involvement. Last year, the Foundation awarded 11 grants from this fund – the average grant was $973.
Arts Fund	Supports non-profit organizations which offer arts programming with the purpose of enhancing the culture, economy, and quality of life in Kenosha County. *Particularly interested in creative initiatives which expand and diversify the arts in Kenosha, address needs that sustain developing organizations or efforts, and/or have educational value.* Last year, the Foundation awarded five grants from the fund; average grant - $900.

NOTE:
* Grants from these four funds will be awarded in January 2019.
* Applications for 2019 grants from the Foundation's **Unrestricted Funds** will be released in December 2018.

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

THE FOUNDATION WILL:	THE FOUNDATION USUALLY WILL NOT:
• Screen and give fair review to all applications submitted.	• Repeat grants to the same project on an open-ended basis.
• 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.	• Assume support of the regular operational expenses of a program except during the initial years of promising new ventures.
• Provide funds to match other resources already gathered and offer challenge grants in order to stimulate support of a program by other funding sources.	• Contribute to endowment funds.
• Grant support to established agencies that are either seeking to expand their services and develop new programs, or that are experiencing temporary financial difficulty.	• Support sectarian (religious) programs. • Make direct grants to individuals.
• Expect an explanation of the process that will be used to monitor or evaluate the impact or effect of the grant.	• Make grants for annual campaigns, debt retirement, or lobbying.
• Encourage grants that promote collaboration and reduce service duplication.	• Make grants outside the greater Kenosha area.
• Favor grants that apply the Foundation's limited resources where they will make a significant difference in meeting an important community need.	

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.

KENOSHA COMMUNITY FOUNDATION
2019 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):

☐ OMC Legacy Fund   ☐ LaFave Family Fund   ☐ Women's Fund   ☐ Kenosha Arts Fund

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 <u>TOTAL NUMBER OF BENEFICIARIES OR PARTICIPANTS</u> and the selection criteria to be used.

What geographic area does this project target?

How does the project advance the Grant Making focus for the Field of Interest fund selected?

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

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

Specify project outcomes that you plan to achieve and the strategies 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 <u>total</u> operating budget for 2018 $ _____   **for 2019** $_____

Percentage of the organization's budget spent on Administration/Administrative Services _____%

Does the organization have federal tax exempt status? If <u>No</u>, please explain.

What population is served by your organization? <u>PLEASE INCLUDE TOTAL NUMBER</u>, characteristics, and the principal geographic area served *(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 completed 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 2019 grant cycle, applications must be received at the Foundation office by:
4 P.M. on Friday, September 28, 2018.