

KENOSHA COMMUNITY FOUNDATION
2023 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.
3. COMPILE THE ITEMS listed in the checklist (page 7) and INCLUDE them with the application form.
4. SEND THE COMPLETE APPLICATION PACKAGE to the Foundation by **4 p.m. on Oct. 6, 2022.**

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.
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.
Women’s Fund	Supports programs that create opportunities for women and children through responsive philanthropy and community involvement.
Arts Fund	Supports non-profit organizations that offer arts programming with the purpose of enhancing the culture, economy, and quality of life in Kenosha County.

NOTE:

- Collaborative efforts are encouraged, with two or more organizations jointly planning and delivering programs offering creative solutions to these pressing concerns.
- Grants from these four funds will be awarded in January 2023.
- Applications for 2023 grants from the Foundation’s **Unrestricted Funds** will be released in December.
- If there are questions about completing the form or the application process, please call us at 262-654-2412 or contact us at email@kenoshafoundation.org.

THE FOUNDATION DOES:	THE FOUNDATION GENERALLY DOES NOT:
<ul style="list-style-type: none"> • Screen and give fair review to all applications submitted. • 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. • 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. 	<ul style="list-style-type: none"> • Repeat grants for the same project on an open-ended basis. This is particularly true for grants awarded after 2020. • Support regular operational expenses of a program (but could minimally 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.

**KENOSHA COMMUNITY FOUNDATION
2023 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.)

Is this a repeat grant request for a previously funded project? Yes ___ No ___. If Yes, indicate below, the most recent year that the project was funded.

Duration of the Project: from _____ to _____

Grant amount requested: \$ _____

Total project budget: \$ _____

Provide detailed budget summary for this project request; attach as a separate item to the application.

% 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

APPLICATION FOR (choose only one of the following funds):

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

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 you propose advance the Grant Making focus for the specific 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?

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 2022 \$ _____ for 2023 \$ _____

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, 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

Submission Checklist – include the following in the application package:

1. The completed **2022 Grant Application Form**.
2. **One (1) copy** of the completed Grant Application Form, with **one (1) copy** of each the following for your organization:
 - **Income and expense budget for the current fiscal year.**
 - **Detailed budget summary for project grant request**
 - The most recent **IRS Form 990**.
 - The **IRS federal tax exemption determination letter** (proof of not-for-profit status).
 - The organization's **employment non-discrimination policy**. The Kenosha Community Foundation does not discriminate on the basis of age, race, religion, sex, or national origin, and requires that all applicants for grant funding include a board approved copy of the organization's employment nondiscrimination policy; this can include:
 - A copy of non-discrimination policy text in organization's by-laws, employee manual, or other official source. Please include copy of relevant pages and highlight the policy text.
 - OR
 - The text of the non-discrimination policy on the organization's letterhead and signed by the board chair or the executive director/administrator.
- To be considered for the 2023 grant cycle, applications must be received at the Foundation office by:
 - **4 P.M. on Thursday, October 6, 2022.**

Submit the completed Grant Application Package to:

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

Email: email@kenoshafoundation.org; www.kenoshafoundation.org