

# Grant Application

## Moundridge Community Foundation

### Postmark Deadline: July 15, 2013

#### General Information

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Project Title \_\_\_\_\_

#### Request for funds

- All applications must use this complete form including this page, narrative pages, and the budget form.
- Please submit the form electronically or print out and mail one single-sided copy.  
Do not staple. Do not include supplemental materials (brochures, letters of support, etc.)

**Type of support requested** (see guidelines for descriptions) \_\_\_\_\_

\_\_\_\_ Sustaining or expanding existing program                      \_\_\_\_ New Initiative

Describe the program in one to two sentences. (NOTE: This description will be used for publicity purposes.):

\_\_\_\_\_  
\_\_\_\_\_

#### Financial information

Time period of your project: From \_\_\_\_\_ to \_\_\_\_\_

Total project cost \$ \_\_\_\_\_ MCCF grant requested \$ \_\_\_\_\_ (Not to exceed \$2,000)

Other Funding sources \_\_\_\_\_

Total grant requests frequently exceed the amount of available funding.

Are you willing to accept a grant less than your requested amount? \_\_\_\_\_

If yes, what is the minimum grant amount acceptable for the project to proceed? \_\_\_\_\_

**Submit the completed application, including additional narrative, budget and board list to:**

Moundridge Community Foundation \* 206 S. Main \* McPherson, KS 67460.

**Applications.** The community foundation will retain your request for one year from the date of submission or until a grant has been awarded.

**Questions?** You may find your answer on our website at [www.mcphersonfoundation.org](http://www.mcphersonfoundation.org).

If not, call the McPherson County Community Foundation at 620-245-9070, or email us at [sharon@mcphersonfoundation.org](mailto:sharon@mcphersonfoundation.org).

# Application Narrative Page

Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Please list your board members or trustees.

Please state the mission or purpose of your organization or group.

Provide a definition of the need, including how the need has been determined.

Describe the targeted population.

Describe the project/program.

What are your expected results?

What is your timetable and process for achieving results?

How you will evaluate the success of your proposal?

# Application Budget Page

Applicant: \_\_\_\_\_

Project Title \_\_\_\_\_

## Revenue:

MCF Grant Request	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
	<b>TOTAL</b>	\$ _____

## Expenses:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
	<b>TOTAL</b>	\$ _____

**Is applicant a 501(c)3 Nonprofit Organization?**

**If yes:** Total Annual Operating Budget of the Applying Organization: \$ \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

**If no, please complete:** Sponsoring Nonprofit Organization: \_\_\_\_\_

I certify that the organization is current on all IRS filings, including form 990 tax returns and all quarterly payroll returns.

\_\_\_\_\_  
Signature                                      Print Name Here                                      Title

# McPherson County Community Foundation

## Competitive Grant Application Guidelines

*These guidelines are designed to provide you with information about applying for a grant from the McPherson County Community Foundation (MCCF). The following is an explanation of our policy, priorities, limitations, deadlines, and other things you'll need to know about the way we work and the and the factors that influence our decisions.*

### What is the McPherson County Community Foundation?

Established in 2001 as a community foundation, the MCCF is a nonprofit, charitable organization with a tax-exempt designation under 501(c)3 of the IRS code. The MCCF serves both the donor and the grant seeker by providing a community endowment to meet the donor's wishes and the community's needs.

### What kinds of programs does the MCCF fund?

The McPherson County Community Foundation makes grants to nonprofit organizations in the McPherson area with a focus in Arts; Basic Human Needs and Disaster Relief; Children and Youth; Community Development and Leadership; Conservation, Preservation, and Beautification; Education; the Elderly; and Health Care and Mental Health.

Organizations are only eligible to receive funding once within a 12 month period per fund.

### What type of support is funded?

The review committee will consider the following:

**Project or program support** – supports specific projects or programs.

**Operating or general support** – supports the work of the organization.

**Endowments** – intended to be kept permanently and invested to provide income for continued support of the organization.

**Seed money** – to establish or initiate a new project, program or organization, including salaries and other operating expenses.

**Capacity building** – activities that strengthen an organization and help it better fulfill its mission, such as equipment and staff, facility purchase and renovation, training, publications, and convening.

**Capital campaigns** – supports construction or renovation of a facility.

Although all are eligible, preference is given to grants focusing on program support, seed money or capacity building.

### Restrictions on Foundation Support

MCCF does not make grants to individuals. We also ordinarily do not support:

- Annual appeals in membership drives;
- Lobbying or political purposes;
- Support of organizations that practice discrimination by race, color, creed, sex, age or national origin;
- Operating deficits or retirement of debt

### Grant Award Procedure

All applications undergo a preliminary review by the MCCF staff for eligibility, completeness and clarity. Applicants will receive an email acknowledgement of receipt of proposals and notification of any missing or incomplete information. The applications are then sent to the Grants Committee, comprised of volunteer citizens for review. The committee makes recommendations to the Board of Directors for final approval.

If your proposal is approved, you will receive a grant agreement for your signature that outlines the terms and conditions under which the grant has been authorized. A final narrative and fiscal report will be required upon completion of the project or, in the case of ongoing projects, within one year of funding.

### Deadlines

The deadline for submitting grant proposals will be included in the Request for Proposals (RFP) that we distribute throughout the year, as well as in other publicity announcing the beginning of a grant making cycle. **Applications must be in the MCCF office or postmarked by the deadline date.**

### Other Grants

In addition to the RFP cycles, the McPherson County Community Foundation accepts grant requests throughout the year and works to match those requests with available grant funds. The community foundation will retain the request for one year from the date of submission or until a grant has been awarded. If you are interested in being considered for funding, please complete a grant application for or send a one-page narrative with the following information:

- Name of organization
- Address/Telephone number/Email address
- Contact person & Title
- Program/Project Name
- Dates of program/project or indicate if ongoing
- Demographics of who the program/project will serve
- 3-5 Sentences describing the program/project
- Amount Requested
- Attach a copy of letter or notice indicating the organization is a non profit organization.