

Grant Application Cover Page

 *Funds are made possible by the Baldwin Family Fund*

**POSTMARK DEADLINE – MAY 31, 2013**

# General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant |  | Date |  |
| Address |  | City |  |
| State |  | Zip |  | Email |  |
| Contact Person & Title |  | Telephone |  |
| Project Title |  |
| One to two sentences summarizing this project: (*This will be used for publicity if a grant is awarded*) |
|  |
|  |

# Request for funds

* All applications must include cover page, narrative pages, and budget form.
* Applications may be submitted electronically or printed out single-sided and mailed. Do not staple.

# Narrative must include the following information: *(must not exceed two pages)*

* What type of support is this request? (*see guidelines for descriptions*)
* What are the dates of the program/project? (If request is for ongoing support, please indicate.)
* 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 and/or demographics of who the program/project will serve.
* Describe the project/program.
* What are your expected results?
* What is your timetable and process for achieving results?
* How will you evaluate success of your program/project?
* Attach a copy of letter or notice indicating the organization is a non-profit organization.

# Submit the completed application, including cover sheet, narrative, and budget form to:

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

Questions? You may find your answer on our website at [www.mcphersonfoundation.org/baldwin](http://www.mcphersonfoundation.org/baldwin).
If not, call the McPherson County Community Foundation at 620-245-9070, or email us at becky@mcphersonfoundation.org.

Application Budget Page

|  |  |
| --- | --- |
| Applicant: |  |
| Project Title |  |

# Revenue/Funding Sources:

|  |  |  |  |
| --- | --- | --- | --- |
| MCCF Grant Request |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  | **TOTAL PROJECT REVENUE:** | **$** |  |

**Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $$ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  | **TOTAL PROJECT COST:** | **$** |  |

|  |
| --- |
| Total grant requests frequently exceed the amount of available funding. If MCCF is unable to fund your entire request, what is the minimum amount acceptable for the project to proceed? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If applicant is a 501(c)3 nonprofit organization, provide Employee Identification Number: |  |
| If applicant is not a 501(c)3, please provide name and EIN of 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

**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 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.

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 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.

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 be sent an acknowledgement of receipt of proposals and notification of any missing or incomplete information. The applications are then sent to the Grants Committee 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.

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

Deadlines

Applications for the Baldwin Family Fund 2013 grants must be postmarked by Friday, May 31, 2013 in order to be considered.