



## GRANT APPLICATION

### Guidelines

The Washington County Community Foundation (WCCF) has established the following grant guidelines.

1. Applications will only be accepted from organizations that either have an official 501(c)(3) designation, are entities of government requesting funds for public purposes, or are churches or synagogues providing social services to the community.
2. The Foundation does not finance annual appeals or payment of regular, ongoing operational expenses for applicant organizations.
3. The Foundation will not purchase supplies or provide funding for annually recurring events or programs. However, the WCCF will consider assisting in the first year start-up costs of new programs that will benefit the community in new ways, serving needs not currently being met.
4. The Foundation does not fund scholarships through this program.
5. The Foundation does not make contributions that attempt to influence legislation nor does it intervene in any way in political campaigns.
6. The Foundation prefers to fund requests that provide ongoing benefit to the community.
7. The Foundation looks favorably on grant requests where a portion of the funds needed for a project have already been raised.
8. Requests for funding for large projects need to show existing financial support from the community. The WCCF grant program can help fund the final needs of a large fundraising campaign, but will not fund the initial needs without significant evidence of other sources of income committed to the project.
9. Funds may not be diverted from their original purpose by the recipient. If, after receipt of a grant from the WCCF, the non-profit organization feels there is a need to modify or change the usage of the funds, that change request must be submitted to the WCCF in writing, and approved in advance of implementation of the project by the Washington County Community Foundation, or the funds must be returned.
10. The Foundation reserves the right to request a return of grant monies not expended within one year of the grant allocation, unless otherwise specified at the time of grant allocation.

## **The Mission of the Washington County Community Foundation**

Improve the quality of life in our County by building permanent endowments and providing philanthropic leadership that enables donors to make lasting investments in our communities.

### **Vision Statement**

We believe that the character of a community grows out of the activities and missions of its non-profit institutions, including education, fine arts, parks and recreation, health and welfare, historical preservation, youth activities, and other facets of community life.

**PROCEED TO THE APPLICATION SECTION BELOW IF YOUR ORGANIZATION, AND SPECIFIC FUNDING REQUEST, COMPLIES WITH THE GUIDELINES AND MISSION STATEMENT ABOVE.**

### **Applicant Information**

The following organization requests a grant from the Washington County Community Foundation:

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_\_\_ 501(c)(3) Org.      \_\_\_\_\_ Government      \_\_\_\_\_ Church/Synagogue

**If a 501(c)(3) organization, include a copy of your IRS letter of determination.**

Amount of Grant Request: \$ \_\_\_\_\_

## Grant Proposal

In evaluating the merits of an application, the following criteria are considered. Please respond to each item. Responses should be type written on a separate piece of paper with the question, followed by your response. Please limit your grant proposal to a maximum of four pages in length, plus any applicable attachments.

1. Describe what the grant will be used for. Please be specific (i.e. what items will be purchased and their cost, what construction or repairs will be done, what program will be implemented, etc.) It is critical that you provide enough information to enable the Foundation to give your request full consideration.
2. Describe how the proposed activity fits the Foundation's mission? (See "Mission" section)
3. Describe how the proposed activity benefits the Foundation's service area of Washington County, Nebraska. Please be specific.
4. How much of the community will the activity benefit?
5. What personnel, resources, and experience does your organization have available to ensure that the project will be carried out according to plan? In addition, tell how many years your organization has been active in Washington County; give the names, titles, and phone numbers of the officers of your organization; and list recent projects your organization has completed in Washington County with a brief description and pertinent dates.
6. Please complete the chart below:
  - A. Total Project Cost \_\_\_\_\_
  - B. Funds Available (cash/pledges raised for the project/program to date) \_\_\_\_\_
  - C. Balance Needed (The amount needed to be raised before receipt of a grant from the WCCF. Subtract line B from line A.) \_\_\_\_\_
  - D. Amount Requested from the Washington County Community Foundation \_\_\_\_\_
7. If the grant allocation given by the WCCF were to be less than the amount requested, would the project be able to proceed? Yes\_\_\_ No \_\_\_\_

If yes describe how the balance will be raised?

8. What is the time period of the project and when will the grant funds be spent?
  
9. If your proposal is for the benefit of another organization (i.e.: a parents' organization making a purchase for the school system) please document their agreement that there is a need and that they are in support of your efforts by including a letter from that organization. For public property projects (community buildings, public parks, etc.) provide a letter of support from the appropriate governmental body (i.e.: city administrator or city council, school administrator or school board, etc.)
  
10. If the project will continue after the initial grant period, describe the plan to continue funding and/or maintenance in future years.

#### **ACKNOWLEDGMENT AGREEMENT**

**The recipient agrees to indicate the assistance of the Washington County Community Foundation in press releases, publications, and other public activities associated with the project.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

All applications received by the **deadline of October 1** will be reviewed and final notification will be given to applicants by December 1.

Applications should be mailed to:

Washington County Community Foundation, 1646 Washington St., Blair, NE 68008

If you have questions please contact Emily Petersen at (402)533-0194 or [epetersen@washingtoncountybank.com](mailto:epetersen@washingtoncountybank.com)