Washington County
COMMUNITY FOUNDATION
planting the seeds of giving

GRANT APPLICATION

Grant Requirements

The Washington County Community Foundation (the Foundation) has established the following requirements for grants. Please read carefully as grants that do not meet our requirements or are missing documentation will not be considered. If you have any questions regarding these requirements, please contact us before submitting your application.

1. Applications will only be accepted from the following types of organizations: (i) organizations officially recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code; (ii) government entities requesting funds for public or charitable purposes; or (iii) churches or synagogues providing social services to the community.
2. The purpose of the grant request must benefit the residents of Washington County, or some portion thereof.
3. The Foundation does not finance annual appeals or payments of regular, ongoing operational expenses for applicant organizations (for example: rent, payroll, utilities, marketing, professional services, office supplies and software, insurance, routine repairs and maintenance, and other recurring business costs).
4. The Foundation will not purchase supplies or provide general funds for annually recurring events or programs. However, the Foundation will consider grants needed to assist with the first-year start-up costs of new programs that will benefit the community.
5. The Foundation will not fund scholarships through the grant program.
6. The Foundation will not fund grant requests that are directly or indirectly for the purpose of participating in or intervening in any political campaign or that attempt to influence legislation.
7. Grant applications from religious organizations will be considered only if the purpose of the grant relates to education, social services, civic activities, arts and culture, and/or health and recreation and meet the following additional guidelines: the underlying objective of the grant request (i) is open to or benefits a broad segment of the community without regard to religious affiliation, (ii) does not have as its primary purpose the advancement or promotion of a particular religious

belief, and (iii) does not actively attempt to convert the participants to the organization's religious belief.

8. If the grant benefits another organization (i.e.: a parents' organization making a purchase for the school system), the grant application must include a letter or other documentation evidencing that organization’s support of the project and the grant application.
9. If the grant involves public property projects (community buildings, public parks, etc.), the grant application must include a letter in of support of the project and grant application from the appropriate governmental body whose property is involved (i.e.: city administrator or city council, school

administrator or school board, etc.).

10. Grant funds may not be diverted from their original purpose by the grant recipient. If, after receipt of a grant from the Foundation, the grant recipient needs to modify or change the intended use of the funds, the grant recipient must formally request approval of such change in writing from the Foundation prior to the expenditure of the grant funds, and if the Foundation does not approve of the change and the funds cannot be used for their original purpose then the funds must be returned to the Foundation.
11. Grant funds shall be expended within the calendar year of receipt of the grant, unless otherwise specified at the time of the grant allocation. If an extension of time is necessary due to unforeseen circumstances, the grant recipient must formally request approval of such extension in writing from the Foundation, and if the Foundation does not approve the extension, then the funds must be returned to the Foundation.

Additional Guidelines. The Foundation considers the following additional guidelines when considering grant requests:

a. The Foundation prefers to fund grant requests for projects that will provide an ongoing benefit to the community.

b. The Foundation looks favorably on grant requests with existing financial support from the community.

c. Any grant request exceeding $10,000 should demonstrate that a portion of the total funds needed to complete the proposed project have already been raised or

formally committed to the project. This requirement is intended to demonstrate financial readiness and a commitment to the successful completion of the project.

d. Whenever possible, grant-funded projects should include appropriate recognition of the Foundation to acknowledge its financial support and contribution to the project.

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 January 15th will be reviewed and final notification will be given to applicants by March 5th.

Applications should be sent to: Washington County Community Foundation, 1615 Washington St., Blair, NE 68008 or grants@washcocommfoundation.org

If you have questions please contact us by email at grants@washingtoncocommfoundation.org or by phone at (402) 426-8989.

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