

Thomas County Community Foundation, Inc.
350 South Range, Suite 14
Colby, KS 67701
785.460.9152
info@thomasccf.com

25th Anniversary Grant Application

Date of Application: _____

Legal name of applicant: _____

Contact Person: _____

Phone Number: _____

Address: _____
(Street or box) (City) (Zip)

E-mail address: _____

Is your organization an IRS 501(c)(3) not-for-profit? Yes No

If No, is your organization a public agency/unit of government or a religious institution? Yes No

If No, name of fiscal agent or fiscal sponsor: _____

Project Title: _____

Purpose of Grant (one sentence): _____

Date of the Project: _____

Approximate number of people benefited/impacted: _____ Total Project Cost: \$ _____

_____ Date: _____

Signature, Chairperson of Governing Body of Fiscal Agent

Typed or Printed Name and Title

_____ Date: _____

Signature, Project Director

Typed or Printed Name and Title

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GRANT APPLICATION FORMAT

REQUIRED ELEMENTS:

****Completed and Signed Grant Application Cover Sheet.**

****Your numbered response to the following items:**

1. Describe your organization, mission, and current goals. Tell who is served and how it is funded. **If the organization holds an IRS 501(c)(3) Determination letter, please attach a copy. If not, describe affiliations you have with such groups, government agencies, or schools.**
2. Furnish a basic timeline for implementing the plan. NOTE: Funds are expected to be used within one (1) calendar year from the date you applied.
3. What will it cost to implement the plan? Present a detailed budget for the project, identifying other sources of funding, as well as the portion of the plan for which you are requesting assistance. If the project continues beyond this grant period, how will it be funded? NOTE: **We are not funding requests for reimbursement.** The project must need the grant dollars to complete the project.
4. Describe the impact your project will have on the community. Who and how many will benefit?
5. How do you plan to acknowledge the Foundation's support to your organization?

Additionally:

- **PLEASE SEND AN ORIGINAL COPY OF YOUR GRANT APPLICATION. Applications due by July 30th.**
- You may include brochures or other printed organizational information and take as many pages as required to adequately respond to the requests above. However, please do not send repetitive or unneeded information. Remember to be concise and clear. Please do not send videotapes.
- Our review may require us to copy parts of your proposal for the convenience of the Grants Committee. **Please clip your proposal together. Please do not staple or bind the information.**
- If equipment is to be purchased with the grant funds, please consider looking locally first.

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Basic Guidelines for Grant Seekers

While *The Thomas County Community Foundation* is dedicated to flexibility in addressing the needs of Thomas County, our policy is to not grant funds for operating expenses or salaries, programs that promote specific religious beliefs, political activities, travel expenses, grants to individuals, or basic programs that are the obligation of government or school. The Thomas County Community Foundation does not discriminate based on race, religion, sex, or national origin; we expect grant applicants to hold similar standards.

Grant Recipient Obligations

- Public acknowledgement of the Foundation's support in the local newspaper, on the radio, on TV, or online.
- Expenditure of the money within the time frame outlined in the grant proposal and for the purposes stated in the proposal.
- Repayment of any portion of the amount granted which is not used *solely for the purposes stated in the grant application*.
- Completion of an application to be received by our back office foundation support at GNWKCF no later than 30 days after the completion of the proposed project/event being funded. This may require you to self-report. Considerations on future applications could be impacted if you do not follow up.
- Any special conditions as mutually agreed.