



## YOUR COMMUNITY FOUNDATION

### GRANT APPLICATION INSTRUCTIONS Calendar Year 2025

The mission of Your Community Foundation is to Advance the quality of life in Allen County and surrounding areas by building permanent endowments, fostering philanthropy, energizing community communication, helping donors achieve charitable goals, and leave lasting legacies. In addition to assisting in charitable projects of various groups, the Foundation currently makes grants from its Kansas Health Foundation Public Health Endowment Fund and its YCF Public Health Endowment Fund. Visit Your Community Foundation at [www.givingmakesadifference.com](http://www.givingmakesadifference.com).

**Application Deadline 2025:** The application period opens July 1st and closes September 1st. Grant awards will be made in October 2025.

Who Qualifies:

- Established 501(c)(3) organizations
- Units of local governments (including schools, universities, libraries, arts agencies, etc.)

#### Application Instructions:

1. The Foundation may accept multiple applications from the same organization within a year; however, any request for a previously declined or deferred grant will not be accepted in the same calendar year.
2. The Foundation does not require matching funds; however, preference may be given to those organizations that have secured funds from other sources.
3. All application documents listed are required. Incomplete applications will not be considered.
4. If funded, the applicant must submit a final report 30 days after the project's end-date. An organization will not be eligible for future funding until a report is submitted.
5. The Foundation may request additional information or progress reports from any applicant or funded organization if needed.

The following documents must be included with your application:

- a. The completed Grant Application form
- b. Project description including the purpose and amount of the request.
- c. Describe the audience served including estimated number and demographics if available.
- d. Identify project partners and/or collaborators, if any.
- e. A summary of the project income and budget.
- f. A copy of the organization's 501(c)3 designation letter or other proof of exempt status.

- g. A copy of the organization's most recently filed IRS form 990, if available.
- h. A list of the Board of Directors, including their email addresses.
- i. The most recent financial audit or compilation, if available.
- j. A letter of support from each project partner or collaborator, if applicable.

**Applications must be completed and mailed to Your Community Foundation, P.O. Box 44, Iola, KS 66749 or to [givingmakesadifference@gmail.com](mailto:givingmakesadifference@gmail.com) by September 1st, 2025. Please call Elaina Stiffler, YCF Executive Director (620) 418-6982 with any questions.**