GRANT GUIDELINES AND APPLICATION

Wheaton-Dumont Area Community Fund

GENERAL INFORMATION

The mission of the grant program of the Wheaton-Dumont Area Community Fund (Wheaton-Dumont Fund) is to provide financial support on projects which will improve the quality of life in and around the communities of Wheaton and Dumont, Minnesota. The grant program will assist in the funding of selected activities which promote arts culture and humanities; education, scholarships, environmental quality, health and human services, and public/social benefits in the Wheaton-Dumont area.

The Wheaton-Dumont Fund operates under the umbrella of West Central Initiative (WCI). It receives donations from individuals, families, businesses, units of government and charitable organizations. These funds are invested and managed by WCI and a portion of the investments are made available each year through this grant application process to respond to community needs and aspirations.

APPLICATION INFORMATION

Eligible Organizations: The proposal must be submitted by an organization exempt from taxation under section 501 (c)(3) of the Internal Revenue Code, by a unit of government, by a public school, or by a public agency. Other types of organizations must apply through an eligible organization willing to take responsibility for the project.

Eligibility Restrictions: The policies of the Fund prohibit making grants directly to individuals. In addition, there are a number of activities which are generally excluded from consideration due to the Fund's policies or legal constraints. These include:

- Lobbying or political activities
- Religious activities or spiritual development
- Funding of annual fund drives or past operating deficits
- Retirement of capital debt
- Funding for endowment purposes

The Wheaton-Dumont Fund's Board may also have established specific policies or precedents which could apply in determining eligibility of any particular project.

Types of Support: The Wheaton-Dumont Fund will provide support for a variety of types of projects including:

- One time projects
- Demonstration projects
- Special needs of ongoing programs
- Transitional or start-up expenses
- Capital equipment or facilities

<u>Length of Funding Commitments</u>: The Wheaton-Dumont Fund will generally make commitments for funding projects for no more than a single year at a time. Approval of a grant from the Fund does not imply a commitment of additional support in the future.

<u>Minimum/Maximum Grant Size</u>: Grants of $250 up to funds available during the application period will be made, depending up the number of requests and the availability of funds. Some grants will be awarded on a matching basis. All or part/portion of the grant request may or may not be approved.

<u>Notification</u>: Applicants will generally be notified by mail within 30 days of Board action to permit adequate time for final action by the WCI Board.

APPLICATION PROCEDURES

Applicants should complete the enclosed application form and submit it with the required attachments to:

<div align="center">Wheaton-Dumont Community Fund</div>

Required attachments:

1. If your organization is a 501 (c)(3) non-profit organization, please submit a copy of your letter from the Internal Revenue Service recognizing your 501 (c)(3) status. In addition, please enclose a resolution from your governing body authorizing the application.
2. Please attach a list of the governing board members for your organization and the name of the CEO (if any).
3. Please also submit a copy of the enclosed "Project Budget Form".

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APPLICANT INFORMATION

APPLICATION DUE BY:

Organization Name:

Address:

City:	State:	ZIP code:

Telephone:

Contact person:	Title:

Telephone:	Email:

TYPE OF ORGANIZATION

Type of business: ☐ 501(c)(3) ☐ Unit of Government ☐ Other (specify)

501(C)(3) NON PROFIT OR GOVERNMENTAL FISCAL AGENT (IF DIFFERENT FROM ABOVE)

PROJECT INFORMATION

Name of Project

TOTAL PROJECT COST	$
Amounts requested from WCI	$

Project Period: From: To:

PROJECT DESCRIPTION-please attach a page or two answering the following questions.

1. What do you intend to do with the requested funds?

2. Why is the project needed?

3. What difference will the project make in the lives of people in the Wheaton-Dumont area?

4. Who will do the work (include both staff and volunteers)?

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5. What other organizations are you working with on this project (if any)?

6. How will you know if you have succeeded?

BUDGET NARRATIVE: *Please provide a brief explanation of the other sources of support you anticipate using for this project and tell us whether or not the funds have been committed to the project. Please also tell us how you will support the program in the future (if applicable).*

ATTACHMENTS: *Please provide the attachments listed in the instructions.*

CERTIFICATION

I certify that the information contained in this grant applications is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the funds requested on behalf of the organization named above:

| Signature: | Title: | Date: |

PROJECT BUDGET FORM
Wheaton-Dumont Community Fund
GRANT APPLICATION

ORGANIZATION NAME: _____

PROJECT TITLE: _____

PROJECT PERIOD: From:_____ To:_____

EXPENSES	CASH	IN-KIND
Salaries and Benefits	$_____	$_____
Travel	$_____	$_____
Telephone	$_____	$_____
Postage and Printing	$_____	$_____
Occupancy (Rent, Utilities, Insurance, etc)..................	$_____	$_____
Supplies	$_____	$_____
Equipment	$_____	$_____
Administrative Expenses	$_____	$_____
Other (Specify)_____...	$_____	$_____
Other (Specify)_____...	$_____	$_____
TOTAL EXPENSES..	$_____	$_____

INCOME

	CASH	IN-KIND
Local Area Community Fund	$_____	$_____
Other Grants (attach list)	$_____	$_____
Program Income (Fees, etc.)	$_____	$_____
Local Contributions	$_____	$_____
Other (Specify)_____...	$_____	$_____
TOTAL INCOME..	$_____	$_____