



Annual Grants

The Community Foundation of Ellis, a 501(c)(3) non-profit organization, is dedicated to preserving local wealth so Ellis and the surrounding communities remain vibrant places to live, work, and raise families. The Foundation operates under the laws of the State of Kansas for charitable, scientific, governmental, and educational purposes.

Thanks to the generous support of the Ellis community and neighboring areas, the Foundation's Board of Trustees is committed to giving back in meaningful ways. Our mission is to enhance the quality of life in Ellis and the surrounding region—and through these efforts, we are proud to fulfill that mission.

We are pleased to announce two competitive grant funding rounds each year for qualifying non-profit organizations within the USD 388 area.

Grant Cycles

- **Round 1:** Applications accepted **January 1 – March 31**
- **Round 2:** Applications accepted **June 1 – August 31**

Applications submitted outside these windows cannot be considered. Organizations may submit one application per project per year

Because funding is limited and grants are competitive:

- Priority is given to tangible, long-lasting community assets
 - Funding amount: up to \$1,000
- Expendable items may be considered as matching grants only
 - Funding amount: up to \$500

Matching Grant Fundraising Windows

- **Round 1:** April 1 (current year) – April 1 (following year)
- **Round 2:** September 1 (current year) – September 1 (following year)

Once submitted, applications cannot be changed. The Foundation Board will review all materials and announce grant recipients in April and September, respectively. Please note that all grant awards are made at the discretion of the Foundation Board.

Groups encouraged to participate are non-profit groups recognized by the State of Kansas or the Federal Government, Girl Scouts, Boy Scouts, church youth organizations, school groups, tax-supported organizations and tax-exempt agencies. For questions or to obtain an application, please stop by or call the Ellis Alliance Office at 785-726-2660.

Community Foundation of Ellis

A 501c3 Non-Profit Organization
820 Washington ~ Ellis, KS 67637 ~ 785-726-2660

Applicant: _____ **Date:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Email:** _____

Contact Person: _____ **Phone:** _____

Project Name: _____

Due to limited funding and the competitive nature of the grant process, we advise you to be thorough and detailed in your application. Applications missing information will not be considered.

Grants funds will be awarded with preference given to tangible, long-lived community assets for an amount not to exceed \$1,000.00. Expendable items may be awarded by a matching grant only, with an amount not to exceed \$500.00.

Grant Information Request (please follow these instructions)

- All applications must use this cover page
- Please list all board members/directors on a separate page
- Complete the Application's Budget Page and attach to application
- Tell us about your proposal. Include the following sections in your narrative on an 8 ½ x 11 sheet, in no more than 1,000 words:
 - Mission or purpose of organization
 - Definition of need
 - Targeted population & how many will be served
 - Description of the project, measurable objectives, and evaluation of the objectives
 - Timetable for project
 - Additional support used for this project (other grants, fundraising, etc.)
- Follow-up report, due up to six months* after awarding grant showing receipts, success or failure of project, and progress of project

*If your organization does not provide the required documentation for use of grant funds before the deadline of a new grant cycle, you will be ineligible for the next grant round.

Amount of Funds Requested:

Community Foundation of Ellis Grant- \$1000 Maximum

Time Period for the project: From _____ to _____

Date funds are needed: _____

Amount requested: \$ _____ (An amount up to, but not to exceed \$1,000.00)

Community Foundation of Ellis Matching Grant-\$500 Maximum

Time Period for the project: From _____ to _____

Date funds are needed: _____

Amount requested: \$ _____

(An amount up to, but not to exceed \$500.00, funds will be matched 1:1 cents)

Amount Raised: \$ _____

(Include summary documentation of fundraising activity)

Due Dates:

Submit your completed grant application information by these dates .

(1st round)- January 1 through March 31, (awarded in April)

(2nd Round)- June 1 through August 31, (awarded in September)

Drop off at the Alliance Office, 820 Washington St., Ellis, KS If the office is closed please deposit the application in the lock box.

or

Mail to: Community Foundation of Ellis, 820 Washington, Ellis, KS 67637

Questions, please call 785-726-2660.

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Applicant: _____

Date: _____

Project Title: _____

Revenue: (Please list all funding sources including the CFOE grant- max \$500)

Sample: Cash Reserves _____

\$ _____ 150.

\$ _____

\$ _____

\$ _____

TOTAL PROJECT REVENUE

\$ _____

Expenses: (Total project revenue should equal the total project

expense) Sample: Postage (400 letters x 45 cents) _____

\$ _____ 180.

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL PROJECT EXPENSES

\$ _____

How will the CFOE dollars specifically be used?

Employer Identification Number (EIN) (Required to receive grant) _____

NOTE: Please get in touch with us with questions. Grants submitted without an EIN will not be considered.

I certify that the organization is current on all IRS filings, including form 990 tax returns and all quarterly payroll returns.

Signature

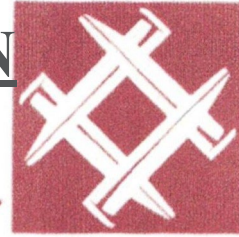
Printed Name

Title

COMMUNITY FOUNDATION

OF

Ellis



Grant Report Instructions

Please submit the following to the Community Foundation of Ellis within six months after the grant was awarded and / or before submitting a new proposal.

1. A written report detailing how the grant funds were used, and if the project has been completed or is it still on-going.
2. Provide receipts showing the items purchased.

Applications can be mailed, emailed, or dropped off at the Ellis Alliance Office

820 Washington St.
Ellis, Ks 67637
ellisalliance@eaglecom.net

If you have any questions, please visit or call the Ellis Alliance Office at 785-726-2660.