

ASHLAND COMMUNITY FOUNDATION

GRANT APPLICATION

Grant applications received January 1st – March 31st will be reviewed at the regular April meeting, grant applications received April 1st – June 30th, will be reviewed at the regular July meeting, grant applications received July 1st – September 30th will be reviewed at the regular October meeting, and grant applications received October 1st – December 31st will be reviewed at the regular January meeting. We would prefer to have a representative from the organization applying for the grant to attend the meeting and present the application to the board.

Please submit the following:

- Grant Application Cover Sheet
- Completed Grant Application
- List of Board of Directors
- Internal Revenue letter stating the organization or fiscal agent is a tax-exempt public charity, under Section 501(c)(3) of the Internal Revenue Code. (Not sales tax exempt letter)
- Most recent financial statements (audited if available) and current operating budget of the organization
- Other documentation to support the project

Applications can be mailed in prior to the meeting to the following address or delivered to a board member for the board to review prior to the meeting of grant approval.

Mail completed information to:

Ashland Community Foundation
Box 276
Ashland, KS 67831

**ASHLAND COMMUNITY FOUNDATION
GRANT APPLICATION COVER SHEET**

ORGANIZATIONAL INFORMATION:

Organization/agency requesting grant: _____

Address: _____

Contact: _____ **Position:** _____

PROJECTION INFORMATION:

1. **Amount Requested:** \$ _____

2. **Total Project Budget:** \$ _____

3. **Time Period of Project:** From: _____ to _____

4. **Date Funds needed:** _____

Executive Director/Project Representative **Title** **Date**

If the applying organization is NOT recognized as tax-exempt under IRS Section 501(c)(3) the following section must be completed.

501(c)(3) SPONSOR COMMITMENT

If the above applying organization is awarded grant funds from the Ashland Community Foundation for the purposes stated in the application _____, a bonafide 501(c)(3) organization agrees to accept the funds in applicant's behalf. The applicant retains full responsibility for the use of the grant moneys and the submission of reports required by the Foundation. I have reviewed this application in its entirety. I have authority to enter into this commitment.

Sponsoring Organization Representative **Title** **Date**

Sponsoring Organization's Address

Note: Sponsoring organization must submit a copy of its IRS Letter of Determination showing 501(c)(3) status.

