

Grant Application General Information



SUBMISSION GUIDELINES & SCHEDULE

Grant applications are reviewed quarterly by the Board. To ensure your application is considered, please note the following review cycle:

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|------------------------------------|---|
| ■ Received January 1 – March 31 | Reviewed at the regular April meeting. |
| ■ Received April 1 – June 30 | Reviewed at the regular July meeting. |
| ■ Received July 1 – September 30 | Reviewed at the regular October meeting. |
| ■ Received October 1 – December 31 | Reviewed at the regular January meeting. |

The Foundation recommends that a representative from the applying organization attends the appropriate review meeting to present the application to the board.

Applications may be hand-delivered to a board member, mailed, or emailed using the appropriate address below prior to the quarterly grant review meeting.

Mail

Ashland Community Foundation
PO Box 276
Ashland, KS 67831

Email

ashlandcommunityfoundation@gmail.com

REQUIRED DOCUMENTATION

Please include the following items in your submission:

- Grant Application: Cover Page (page 3)
- Grant Application: Executive Summary (page 4)
- IRS 501(c)(3) Letter of Determination (stating tax-exempt public charity status)
- Most recent financial statements (audited if available)
- Current organization operating budget
- Supplemental documentation supporting the specific project
- Current List of Board of Directors

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Grant Application Cover Page



ORGANIZATIONAL INFORMATION

- Organization Name: _____ EIN: _____
- Mailing Address: _____
- Primary Contact: _____ Position: _____
- Phone Number: _____ Email Address: _____

PROJECT INFORMATION

- Amount Requested: \$ _____
- Total Project Budget: \$ _____
- Estimated Project Timeline: Start _____ Finish _____

Executive Director/Representative Signature

Title

Date

501(c)(3) SPONSOR COMMITMENT *(If Applicable)*

Complete this section only if the applying organization is NOT a recognized 501(c)(3) entity.

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

The sponsoring organization must submit a copy of its IRS Letter of Determination showing 501(c)(3) status.

Sponsoring Organization: _____ EIN: _____

Sponsoring Representative: _____ Title: _____

Sponsoring Organization Address: _____

Sponsoring Representative Signature

Date

Grant Application

Executive Summary



ORGANIZATION DESCRIPTION

Describe your agency/organization and its purpose. Include your mission statement if available.

PROJECT DESCRIPTION

Describe the initiative for which you are seeking funding. Please include:

- **Needs Assessment:** Describe the community need & how it was identified.
- **Objectives & Impact:** Specify the target population & the intended program outcomes.
- **Methodology:** Provide a timeline of activities & the specific methods to be employed.
- **Resource Allocation:** Identify key personnel, their qualifications, & essential resources.

SUPPLEMENTARY FUNDING

Identify all other secured or pending funding sources for this project.
