

Community Funds Application Preview

Kosciusko County Community Foundation

Application Preview

This preview of the **Community Funds Grant Application** is to be used for draft purposes only. The Community Foundation does not accept paper applications. You must submit your application through our online grant application portal.

If you have questions regarding the application process, please contact the Community Foundation at 574-267-1901.

Organization Information

*In this section, you will be asked to provide **general** information about your organization.*

Organization Type*

Please select your organization type.

Choices

501(c)(3) Charitable Organization
Church
Governmental Organization
School

History*

Please provide a brief history of your organization including when it was established.

Character Limit: 500

Mission & Services*

Please describe your organization's principal services, purpose and mission statement.

Character Limit: 500

Population Served by Organization*

What population(s) does your organization typically serve?

Character Limit: 250

Affiliations*

Please list any corporate ownership, formal affiliations or fiscal sponsors.

Character Limit: 500

Grant Proposal

In this section, you will need to provide more **specific** information about the project for which you are seeking grant funding.

Project Summary:

Project Name*

Character Limit: 100

Description*

Please provide a **brief** summary of the project/program for which you are requesting funds.

Character Limit: 500

Program Area*

Please select the program area to which you think your project can be best categorized.

Choices

- Arts & Culture
- Civic
- Education
- Environment
- Health
- Human Services
- Recreation

Describe your project in more detail:

What is the need?*

Please explain or describe the need for this project. And, what sources can you cite to verify this need using statistics, regulations, surveys, etc?

Character Limit: 500

How will you meet the need?*

Describe how this project addresses the identified need. *This is an opportunity for you to explain in more detail how your project will work.*

Character Limit: 500

Who will implement the project?*

Explain the organization's ability to carry out this project. Who specifically will implement the project and what are their qualifications?

Character Limit: 500

Collaborations & Partnerships*

Describe any collaborations, partnerships, and/or joint ventures as it relates to this project. Explain what role they will have (funder, collaborator, service provider, etc.).

Character Limit: 500

Project Timeline

Please tell us the start and end date of your project. It is important to note that grant awards are announced approximately nine weeks after the deadline. Requests for expenses that will be incurred prior to grant approval will receive low priority and are unlikely to receive funding.

Start Date*

Character Limit: 10

End Date*

Character Limit: 10

Timeline Comments

If you need to provide additional information regarding your project timeline, please use this space.

Character Limit: 500

Explain the expected benefits of this project:

Impact Assessment*

How will you measure and assess the benefit and impact of your project? Some examples may include follow-up assessments or benchmarks by which you can chart your progress.

Character Limit: 500

Total Served*

Approximately how many people will be served, benefited or impacted by this project?

Character Limit: 6

Kosciusko County Residents Served

Of those being served, how many are Kosciusko County residents?

Character Limit: 5

Population Served by Project*

Please select the primary population that your program/project will serve.

Choices

General Public

Infant/Babies

Children/Youth

Adults
Elderly
Disabled
Minorities
Females
Males
Low Income
Other

Other Population

If you selected "other" from the drop down list, please specify.

Character Limit: 100

Age Range*

What is the approximate age range of those being served?

Character Limit: 7

Region*

Please select the primary region being served by this project.

Choices

Multi County
County Wide
Leesburg
Mentone
Milford
North Webster
Pierceton
Silver Lake
Tippecanoe Valley
Warsaw
Wawasee
Winona Lake
Other

Other Region

If you selected "other" from the drop down list, please specify.

Character Limit: 100

Benefit to Organization*

How will your organization benefit?

Character Limit: 500

Past or current efforts to meet the identified need:

Past Efforts*

Describe past efforts within the community to address the identified needs, including efforts by other organizations.

Character Limit: 500

Current Efforts*

Describe current efforts within the community to address the identified needs, including efforts by other organizations.

Character Limit: 500

How does your project differ?*

How does your project differ from past or current efforts? What effort will be made to work cooperatively with organizations already addressing the need?

Character Limit: 500

Grant Communication:

Public Relations*

What public relations methods will be used to communicate to your donors, members, supporters, etc. any grant support you receive from the Community Foundation?

Character Limit: 500

Final Report Requirement*

A final report is required to be submitted to the Community Foundation within one year of the grant award. Will you fulfill this reporting requirement?

Choices

Yes

No

Budget Information

Please complete a **Grant Budget Worksheet** to provide detailed information regarding your project budget. Once you have completed the worksheet, upload a copy below and answer the questions under *Project Budget Summary*.

To access and download the Grant Budget Worksheet, please click on the following link: [Grant Budget Worksheet](#)

Grant Budget Worksheet Upload*

Please upload your completed Grant Budget Worksheet.

File Size Limit: 1 MB

Project Budget Summary

Please enter the amounts provided in the corresponding boxes on your Grant Budget Worksheet.

Total Expenses*

From Box 1. on Grant Budget Worksheet. *This amount should equal the Total Financial Support reported below.*

Character Limit: 20

Amount Requested from KCCF*

From Box 2. on Grant Budget Worksheet.

Character Limit: 20

Total Financial Support*

From Box 3. on Grant Budget Worksheet. *This amount should equal the Total Expenses reported above.*

Character Limit: 20

501(c)(3) Attachments

Charitable organizations must upload the following documents:

(accepted formats include: PDF and Word)

- IRS Determination Letter
- Board of Directors list with names and town/city of residence
- Staff list with names and town/city of residence
- Financial Documents

IRS Determination Letter*

File Size Limit: 1 MB

Board of Directors List*

File Size Limit: 1 MB

Staff Member List*

If your organization has a large number of employees, please only include those who will be working on this particular project. If your organization does not have any paid staff, please upload your board list again.

File Size Limit: 1 MB

Financial Documents*

A copy of your organization's most recent 990 is preferred. If this is not available, please upload a copy of financial documents such as a Statement of Financial Position and Statement of Activities.

File Size Limit: 8 MB

Not sure which financial documents to include? Examples of a Statement of Activities and a Statement of Financial Position can be found on our website at <https://kcfoundation.org/community-funds/>.

Church or Government Attachments

Churches and Governmental Organizations must upload the following documents:

(accepted formats include: PDF and Word)

- Board of Directors list with names and town/city of residence
- Staff list with names and town/city of residence
- Financial Documents

Board of Directors List*

File Size Limit: 1 MB

Staff Member List*

If your organization has a large number of employees, please only include those who will be working on this particular project. If your organization does not have any paid staff, please upload your board list again.

File Size Limit: 1 MB

Financial Documents*

Please upload a copy of financial documents such as a Statement of Financial Position and Statement of Activities.

File Size Limit: 8 MB

Not sure which financial documents to include? Examples of a Statement of Activities and a Statement of Financial Position can be found on our website at <https://kcfoundation.org/community-funds/>.

School Attachments

Schools must upload the following documents:

(accepted formats include: PDF and Word)

- School Board list with names and town/city of residence
- Staff list with names and town/city of residence

School Board List*

File Size Limit: 1 MB

Staff Member List*

If your organization has a large number of employees, please only include those who will be working on this particular project. If your organization does not have any paid staff, please upload your board list again.

File Size Limit: 1 MB

Certification

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The information contained in this application is for the purpose of obtaining funding from the Kosciusko County Community Foundation Community Funds on behalf of the undersigned. The undersigned understands that the information provided is true and complete and that the Kosciusko County Community Foundation may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Kosciusko County Community Foundation is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein. It is understood that all the information herein will be kept in the strictest of confidence by the Kosciusko County Community Foundation Grant Committee.

Electronic Signature*

Enter your name to confirm your electronic signature.

Character Limit: 250

Publicity Agreement*

For publicity purposes, my identity may be revealed.

Choices

Yes

No

Authorization Signature

Two signatures are required in addition to the applicant's electronic signature. The signatures indicates that they have reviewed the grant request and agree to its submission.

To complete this section, download the **Authorization Signature Form** to collect signatures from your organization's director and a board officer. You should complete the top section of the form using responses from this application before collecting the required signatures.

Please note that the person providing their authorization will depend on the type of organization:

- Schools will need to provide a signature from a building principal or superintendent and a board officer.
- Charitable organizations will need to provide a signature from the Executive Director and a board officer.
- Governmental organizations will need to provide a signatures from an elected official such as the City Mayor, County Councilman, Township Trustee or Town Board Member.

To access and download the Authorization Signature Form, please click on the following link: Authorization Signature Form

Authorization Signature Form Upload*

Please upload your completed Authorization Signature Form.

File Size Limit: 1 MB