



# Keokuk Area Community Foundation

*For Good. For Ever.*

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## 2016 KACF General Fund Grant Application

### General Information

The Keokuk Area Community Foundation (KACF) General Fund Grants are given from a combination of un-restricted donations given to KACF from generous donors and annual fund distributions from the Benstein Fund.

The Keokuk Area Community Foundation charitable interests lie in the fields of Arts and Culture, Community Betterment, Education, Health, and Human Services. KACF's primary focus for support encompasses the following counties: Hancock County Illinois, Clark County Missouri, and Lee County Iowa. Grants will be made only to nonprofit organizations, which have been determined by the Internal Revenue Service to be exempt under Section 501 (c) (3) of the Internal Revenue Code.

**The deadline for 2016 KACF General Fund Grant Applications is August 31, 2016.**

KACF only accepts mailed grant applications and does not accept emailed grant applications.

All 2016 KACF General Fund Grant Applications will be processed in the Fall of 2016. All 2016 KACF Grant Recipients will initially be notified by November of 2016. The KACF Board of Directors has the final responsibility of approving all grant awards.

### Tips for Success

1. Before starting the grant writing process, refer to the KACF Grant Guidebook, Charitable Interests and Grant Guidelines. These documents can be downloaded/viewed by visiting [keokukfoundation.org/grants](http://keokukfoundation.org/grants).

2. The Keokuk Area Community Foundation requires a completed Grant Report after a grant award time period has been completed. The deadline to submit grant reports is due **Aug 1** of the next year. So if your organization received a grant in 2015, the KACF Grant Report is due on **August 1, 2016**. The failure to file the a Grant Report may prevent consideration of future grants to any such recipient. The Grant Report Form can be downloaded at [keokukfoundation.org/grant-report-form/](http://keokukfoundation.org/grant-report-form/).

3. The 2016 KACF General Fund Grant Application and 2015 KACF Grant Report must be typed for consideration. Email: [info@keokukfoundation.org](mailto:info@keokukfoundation.org) if your organization needs assistance with this requirement.

Supplemental Documents to Include with 2016 KACF General Fund Grant Application

1. Please include One (1) copy of the grant applicant's up-to-date IRS determination letter establishing that the applicant is a 501 (c) (3) organization or a notarized form demonstrating that the organization is a qualified exempt government agency of Lee County Iowa, Hancock County Illinois, or Clark County Missouri. If the organization receives a grant, the address listed on the IRS 501 (c) (3) Determination Letter will be used in the payment (please make sure the contact information of your organization's IRS 501 (c) (3) Determination Letter is up to date).
2. KACF requires seven (7) copies of your application to be mailed.
3. Letters of support are accepted to verify project need and collaboration with other organizations. (Optional)

Contact Information

*The undersigned submits the following information to The Keokuk Area Community Foundation for the purpose of requesting a determination by the Foundation as to whether funds will be made available to the undersigned in the form of a grant. All information will be kept confidential.*

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

*(Should be same as on IRS Determination letter and as supplied on IRS Form 990)*

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

If your organization has received a grant from LCCF in the last 3 years, please list the amount by the year.

2015: \_\_\_\_\_

2014: \_\_\_\_\_

2013: \_\_\_\_\_

## Grant Proposal Information

Project Name: \_\_\_\_\_

Purpose of Grant (*one sentence*):

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

### Project Scope

*Please answer each question in the space provided, concisely and carefully.*

1. What are the specific community needs or problems that you are trying to solve through the proposed project? *Provide sufficient background and details to explain why your proposed project is important to the local community.*

2. How does this proposed project fit into the mission or long term strategy of your organization? *Please include a statement of your organization mission and an example of strategy to maintain that mission.*

3. What are the objectives involved in completing this project? *Explain its objectives and how it will help to solve the problems you describe above.*

## Budget

Additional Funding: Please also note for us if you are seeking funding for this project from other foundations/nonprofit/charitable organizations and if this is a duplicate proposal for funding. Please note, we may ask you to return a grant we fund if you have also received funding for this project from any other Foundation, thus duplicating our grant.

Yes, we are seeking funding for this project from other Foundations:

They are: \_\_\_\_\_  
\_\_\_\_\_

No, we are seeking funding from KACF only!

*Please complete the budget table in the space provided, concisely and carefully.*

1. What are the expenses/costs the of materials and services needed to complete your project?

Materials/Services	Expenses/Costs
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Costs/Expenses:\$ \_\_\_\_\_

Additional Budget Information:

Submission

Please mail 7 (seven) copies of 2016 KACF Application along with all the supplemental documents to:

Keokuk Area Community Foundation  
PO Box 367  
Keokuk, Iowa 52632

Name:

Signature:

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*(The signature must be from the CEO or Executive Director of your organization!)*