



# Keokuk Area Community Foundation

For Good. Forever.

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## Successful Grant Application Online Preparation Guide

For the first time, The Keokuk Area Community Foundation Grant Application will be exclusively online. Once an applicant starts a 2019 Keokuk Area Community Foundation Grant Application, they cannot start and stop an application. Use this document to prepare the 2019 Keokuk Area Community Foundation Grant Application. Questions or Help? Call us at 319.670.0207 or email us at [info@keokukfoundation.org](mailto:info@keokukfoundation.org)

### How to Apply for a Grant from The Keokuk Area Community Foundation

- Go to ➡ [www.keokukfoundation.org/grants](http://www.keokukfoundation.org/grants)
- Read the ➡ [2019 Keokuk Area Community Foundation Grant Guidelines](#)
- Read the ➡ [2019 Keokuk Area Community Foundation Charitable Interests](#)
- Prepare additional documents for upload within the 2019 Keokuk Area Community Foundation Application
  - Total Project Budget (Optional)
  - Budget Narrative (explaining unusual or uncommon circumstances, optional)
  - Current IRS Determination Letter (Required)
  - Letters of Support (Optional 3 maximum, useful for newer projects and as evidence of collaborative activities)
- Start the ➡ [2019 Keokuk Area Community Foundation Grant Application](#)

### Preparation Questions

These questions are the exact questions on the 2019 Keokuk Area Community Foundation Grant Application. **THE FOLLOWING SHOULD ONLY BE USED AS A REFERENCE ONLY.**

### Section I: Contact Information

1. Date:
2. Organization:
3. Project Title:
4. One Sentence General Description of Project:
5. Amount Requested:
6. Address:
7. Is your organization a 501 (c) (3) nonprofit organization recognized by the IRS?
8. Federal Tax ID#:
9. IRS Determination Upload PDF (Required)
10. Contact Person:
11. Email:
12. Phone #:
13. Website:
14. Previous Grant Amount from KACF: \$
15. Year:
16. Project Start Date:
17. Estimated Completion Date:
18. Is this a new project for your organization?
19. Is this a continuation/expansion/enhancement of a project?
20. Have you received permission from the property owner or appropriate governing body, if applicable, to proceed with your project?
21. Categorize Project:
22. Type of Project:

## Section 2: Proposal Questions

1. What is the mission of your organization?
2. What is the purpose of this project?
3. What community need (s) does this project address?
4. TWO PART QUESTION...How many people will be impacted by this project? How does this project affect diversity?
5. Does the project have a broad base of community support such as volunteer involvement, neighborhood participation, and collaboration with other organizations?
6. What outcomes/results will be achieved from this project?
7. Additional Information Attachment PDF (Optional)

## Section 3: Budget and Authorization

1. Does the project have a sound financial plan?
2. What are some other funding sources of your organization's project?
3. After this project is completed, how will funding continue? If not funded, what is the effect?
4. If awarded a grant, how much of this grant will go to pay administrative salaries/wages? (Please include an amount or a percentage)

Please show a list of the expenses anticipated for the project. Attaching a budget is strongly recommended, but optional.

1. Material (s):

- Cost:

2. Material (s):

- Cost:

3. Material (s):

- Cost:

4. Material (s):

- Cost:

5. Material (s):

- Cost:

Additional Budget Information

Budget Attachment PDF (Optional):

Letters of Support PDF (Optional)

## Authorization

I have read and understand the grant guidelines as part of this application. I also understand that when a grant check is cashed, my organization is obligated to use it for the purpose given in this application. The signature must be from the CEO, Executive Director or a Principal/Superintendent of your organization!

**Application Questions or Help:** Call Philip Ricketts, Grants Manager, at 319-670-0207 or email [info@keokukfoundation.org](mailto:info@keokukfoundation.org)