

THE KEARNEY AREA COMMUNITY FOUNDATION

GRANT PROGRAM

For Unrestricted Funds

GENERAL INFORMATION

The Grants Program of the Kearney Area Community Foundation (KACF) is a means by which not-for-profit charitable organizations may secure financial assistance for programs and/or projects which will enhance the quality of life for all residents of the Kearney area and surrounding communities. The KACF is a 'community' foundation, in that we collect and administer charitable funds under Section 509(a)(1) of the IRS tax code.

We channel gifts from donors to a variety of nonprofit organizations. The KACF serves the Kearney area in three major ways: 1) seeking and soliciting gifts and bequests from individuals, families, corporations, and other not-for-profit organizations, 2) managing assets for preservation of principal, optimum return, and perpetuity of the donor's intentions, and 3) distributing funds through grants.

The following guidelines and enclosed application form pertain to requests from the **unrestricted assets** of the KACF. Unrestricted assets are those assets that have not been designated for a specific purpose or beneficiary and over which the KACF Board of Directors has full discretion. (Our tax exempt number is 47-0786586.)

This information is to provide you - the grant seeker - with both a general description of our Grant Program and the answers to the most frequently asked questions concerning grant requests. It also explains, in brief, our policies, priorities, limitations, deadlines and other facts you will need to know about the way we work and the factors that influence our decisions.

We urge you to read all of the following information before preparing an application for a grant.

We can offer no prescription that will ensure your success in obtaining a grant. Ultimately, each proposal is evaluated on its potential value to the community at a particular time in history -- and on the imagination, resourcefulness and credibility of those submitting it.

We believe the information contained in this document will be of assistance.

The sources of our funds are the gifts and bequests from individuals, families, corporations, and other not-for-profit organizations. These donors deserve your appreciation as you request, and possibly receive, funds for your project.

Deadline Dates for Grant Submission

February 1

August 1

How to Apply

1. **Review the Grant Guidelines** to make sure you qualify to be considered for a grant.
2. **Complete** a Kearney Area Community Foundation **Grant Application Form**. These forms are available by request (308) 237-3114 or by visiting our website www.kearneyfoundation.org. *No grant proposals are considered without an application.*
3. **All applications** need to be **typed** (single spaced) or **printed** from our electronic application (Microsoft Word or Acrobat PDF). *No handwritten grant proposals will be considered.*
4. **All questions** on the application form need to be answered. Supporting documents are required (see list below).
5. **Do not include** videotapes or DVDs. Do not use a binding system or “packaging” to enhance the proposal. Please do not include other attachments, folders of information, cover letters; brevity is greatly appreciated.
6. **Return eight (8) photocopies of application and two (2) copy of the required supporting documents.**
7. **Applications must be received** in our office **on or before** the dates listed above no later than 5:00 p.m. Applications **must be mailed or hand-delivered**; no facsimiles or e-mail submissions will be accepted. This is a **firm deadline** -- please do not call for an extension.

If you would like to discuss a grant idea, verify qualification of your proposal or organization, or have any questions at all, please call (308) 237-3114.

Supporting Documents Required

- A. **Federal Tax Exemption Letter** (Label: A) **OR** explain how the project/ program for which you are applying is a charitable activity. If your organization is tax exempt, an exemption letter is required (Label: A)
- B. **Names and title of leadership**, including directors, board officers and/or key volunteers (Label: B)
- C. **Operating budget** for the current year, including a list of principal sources of income (Label: C)
- D. **Financial statements** from most recent year-end, include audited statements if available (Label: D)

Eligibility

Typically, a community foundation serves the people of a certain geographic area. This means that only projects or programs in the Kearney area and surrounding communities are considered for support, unless in an unusual case where a donor has directed his/her support to assist an agency in another area. Grants are made to nonprofit, federally tax exempt (501(c)(3)) qualified organizations or organizations delivering a project or program that qualifies as charitable activity or which has a fiscal relationship with a charity, will be considered.

Single mission organizations or agencies (like the SAFE Center, HelpCare Clinic, etc.) may apply no more frequently than every 24-months after receiving a BFT grant from KACF. Multi-mission organizations or agencies (like Buffalo County Community Partners, Kearney Public Schools and the University of Nebraska – Kearney) may apply every year, but no more than two requests may be submitted in any one year by any sub-groups (goal work groups, departments, school buildings, etc). Once the sub-group has been awarded a grant, they will need to sit out for two years before reapplying. The committee will consider grant requests on a case-by-case basis.

Limitations

As a general practice, the Kearney Area Community Foundation refrains from funding:

- Agencies serving a populace outside of the KACF's service area; or to programs that do not meet the mission of the KACF.
- Annual fund drives, galas, or other special-event fundraising activities
- Capital campaigns/renovation projects (unless we can make an impact with a small grant)
- Debt reduction
- Dissertations or student/faculty research projects
- Emergency or disaster relief efforts
- Established or new endowment funds
- Indirect/administrative costs
- Institutions that discriminate on the basis of race, creed, color, sex, national origin, or age in policy or in practice
- Loans, fellowships, or grants to individuals
- Religious activities (unless non-denominational and serving a broad segment of the population)
- Political lobbying, or legislative activities
- Private or parochial schools (unless serving a broad segment of the population), as well as other private organizations

- Profit making enterprises (unless allowed by Federal Treasury Regulations)
- Travel, tours or trips, including honor conferences, expanded studies
- Umbrella organizations that would re-distribute the requested funds at their discretion

The KACF awards grants in eight fields of interest:

- | | |
|------------------------|----------------------------------|
| - Arts/Culture | - Health |
| - Community/Civic | - Human Services |
| - Economic Development | - Recreation |
| - Education | - Religion (non- denominational) |

Selection Criteria

Selection criteria are based, in part, on the following:

- ❖ **Beneficiary Involvement** - projects and programs that involve those people who are expected to benefit from the grant;
- ❖ **Capital projects** such as construction, remodeling additions to existing buildings, and equipment purchases (only if our small grant can make a difference/impact);
- ❖ **Challenge gifts** under which grant awards will be authorized, provided other donors make matching gifts; and to promote leverage for generating additional funds;
- ❖ **Innovative programs** that represent an efficient approach to serving community needs and opportunities;
- ❖ **Ongoing program's projection of longevity** as evidenced by plans for continuation beyond the initial funding period;
- ❖ **Partnerships** - those organizations which partner and work cooperatively with other agencies in the community;
- ❖ **Programs** providing an **impact** that is likely to make a clear difference in the quality of life for a substantial number of people; and where a moderate amount of grant money can effect a significant result;
- ❖ **Seed grants** to initiate promising new projects or programs, thus allowing them to demonstrate their usefulness to the community; and assist those populations not presently being adequately served;
- ❖ **Stability of the applicant** as evidenced by positive financial statements, solid future funding, and other related factors;
- ❖ **Unusual** or urgent funding; and
- ❖ **Volunteer involvement** - programs enlisting volunteer participation and citizen involvement.

Common Questions and Answers

Q: Does KACF ever fund an entire project or program?

A: In general, entire projects or programs are rarely funded. KACF looks for those groups or organizations which have individually raised a portion of the required funds and/or have enlisted the financial support of other organizations.

Q: What about ongoing programs?

A: For ongoing programs, applicants must have a plan for future funding and support from other sources. Grants are usually awarded only for a definite period of time, normally for twelve months or less. It is important to show a need for the grant and how our modest grant would make an impact to an existing program.

Q: What else does that Grants Committee consider?

A: At a minimum, an agency or organization must; 1) definitely establish the need, quality, effectiveness, etc., of its service and the same of the project or program for which it is seeking a grant, and 2) exhibit a genuine commitment toward the project or program rather than being primarily concerned with the perpetuation of the organization.

Q: Will the Grants Committee put restrictions on the grant?

A: The KACF reserves the right to place performance requirements (contingencies) on a grant award, such as requiring that the additional revenues needed to implement the project be secured prior to the grant being paid.

Monitoring & Evaluation

- Once notified of approval for a grant, the organization may request payment as needed, or as performance requirements are met.
- The grant recipient is responsible for arranging appropriate publicity regarding the receipt of the grant. Refer to the Funding/Partnership Recognition Suggestions document that is sent to the grant winners.
- The grant recipient is required to report, in some detail, how the funds were expended. Any pictures and/or press clippings would be appreciated.
- The KACF intends to periodically visit, request information, or monitor a project.
- **Misuse of grant funds will result in a recall of the funds and future grant support will be jeopardized.**

Kearney Area Community Foundation
Grants Program
412 W. 48th Street, Suite 12
Kearney, NE 68845