



## **GRANT APPLICATION FORM**

The mission of the Fremont Area Community Foundation is to support activities which provide civic improvement, educational, health and recreation, social services, or arts and cultural benefits to Fremont, Nebraska and its surrounding communities. The Foundation makes grants from two funds: the Unrestricted Endowment Fund, established by many donors, and the Lester A. Walker Trust, which was founded under the will of Lester A. Walker, the publisher of the Fremont Tribune for many years. This application form may be used to apply for grants from both funds.

### **Application Deadlines:**

**January 3<sup>rd</sup>** -- Applications for all grant amounts will be considered.

**April 1<sup>st</sup>** – Only applications of \$49,999 and under will be considered.

**July 1<sup>st</sup>** – Only applications of \$49,999 and under will be considered.

**October 1<sup>st</sup>** – Only applications of \$49,999 and under will be considered.

### **Application Instructions:**

1. The Fremont Area Community Foundation may opt to fulfill requests of \$50,000 or more with a multi-year commitment.
2. The Foundation may accept multiple applications from the same organization within a year; however, any request for a previously declined or deferred grant will not be accepted in the same calendar year.
3. The Foundation does not require matching funds, however preference may be given to those organizations that have secured funds from other sources.
4. The attached Cover Page must be included with the application.
5. All application documents listed are required. Incomplete applications will not be considered.
6. If funded, the applicant must submit a final report 30 days after the project end-date. An organization will not be eligible for future funding until a final report is submitted.
7. If provided a multi-year grant, the grantee will be required to provide annual progress reports.
8. The Foundation may request additional information or progress reports from any applicant or funded organization if needed.

For more information about previous grants awarded, the grant review process, or other policies, visit [www.facfoundation.org](http://www.facfoundation.org). The Fremont Area Community Foundation staff is available to answer questions, pre-review, or assist with the application process up to two weeks prior to the application deadline. Please call (402) 721-4252 with any questions.



**GRANT APPLICATION FORM  
COVER PAGE**

Legal Name of Organization: \_\_\_\_\_

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

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

Website (if available): \_\_\_\_\_

CEO Name and Title: \_\_\_\_\_

Contact Name and Title (if different from CEO): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Year Organization was Founded: \_\_\_\_\_ Current Year Operating Budget \$ \_\_\_\_\_

# of Volunteers: \_\_\_\_\_ # of Paid Staff: \_\_\_\_\_ Other: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Proposed number of people directly served by the project: Dodge County: \_\_\_\_\_ Other County: \_\_\_\_\_

This project falls into the following Fremont Area Community Foundation Interest Area:

- Education  Arts and Culture  Civic Improvement  Social Services  Health & Recreation

Requested Amount \$ \_\_\_\_\_ Total Project Cost \$ \_\_\_\_\_

One paragraph summary of this project's purpose and goals. If additional space is needed, please attach a separate page.

The Fremont Area Community Foundation publishes a quarterly nonprofit needs report for Donor-Advised Fund holders. If you would prefer that your project NOT be included in this report, please indicate your preference here. Otherwise we will assume we have your permission.  No, thank you.

**Authorized Signature and Endorsement:**

The Board of Directors of our organization has approved the submission of this proposal. If we receive a grant, we agree to use the funds as specified in this request. We will allow the Fremont Area Community Foundation to use the information provided in this request in its publications and news releases, and will mention the Foundation's support in any publications, news releases, or other publicity related to the project.

Acceptance of this grant also entitles the Fremont Area Community Foundation to send a representative to one of your board meetings to present the grant check, hear a little more about your organization, and share information about the Foundation.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

**GRANT APPLICATION FORM  
REQUIRED DOCUMENTS CHECKLIST**

*The following documents are required for all applications.  
Incomplete applications will not be considered.*

1. Organization Description (one-page):
  - a. Organization mission statement.
  - b. Provide a description of the organization's history, mission, current and future goals.
  - c. If the organization is a returning applicant, please provide a brief summary of the most recently funded project and its outcomes.
  - d. Area organizations with which the organization regularly collaborates.
  
2. Purpose of Request (maximum three pages):
  - a. Project description including the purpose and amount of the request.
  - b. Describe the audience served including demographic information. Be specific about the number who will be served.
  - c. List the communities where the project will take place.
  - d. Describe the desired results of the proposed project/program.
  - e. Explain how the request fits with the organization's mission.
  - f. Identify any project partners or collaborators, and/or the use of volunteers.
  - g. Provide a list of action steps and a timeline for completion of the project.
  - h. Should your application be funded, please explain how you plan to recognize the Foundation's support.
  
3. Evaluation (maximum two pages):
  - a. How will the organization measure the success of the project/program?
  - b. What information will be collected to support this evaluation?
  
4. Finances:
  - a. Project income and expense budgets, including pending or confirmed funding sources.
  - b. If applicable, please explain any additional fundraising to support this project. If you do not intend to pursue other funding sources, please explain why.
  
5. Attachments (**All attachments are required**):
  - a. Cover page
  - b. Authorized signature form
  - c. Copy of the organization's 501(c)3 designation letter, or application
  - d. Copy of the first page of the organization's most recent filed IRS 990 Form
  - e. List of Board of Directors and officers, including their e-mail addresses
  - f. Most recent financial audit or compilation, if available
  - g. Current fiscal year operating budget
  - h. If your organization is part of a larger organization, include a letter of support for your project from the parent organization. (Example: PTA of one school in school system)
  
6. Other Helpful Documents:
  - a. Letter of support from each project partner or collaborator agency, if applicable
  - b. Annual report or other publication describing the organization or project
  - c. If the request is for a capital campaign, please include building/renovation design plans or concept description, if available.