



# Scott Community Foundation

## General Grant Application Cover Sheet

### ORGANIZATION INFORMATION

Organization/Agency Requesting Grant:

Contact and Title:

Address:

Phone:

City, State, and Zip

County:

Email Address:

Project Title:

**Field of Interest (Check One)**

Cultural Arts

Education

Healthcare

Historical

Recreation

Other

**Financial Information**

Time period of your project: From \_\_\_\_\_ to \_\_\_\_\_

Date when funds will be needed (Grants awarded October 2018) \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_ SCF Grant Requested \$ \_\_\_\_\_

Total grant requests frequently exceed the amount of available funding.

Are you willing to accept a grant less than the requested amount? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, is there a minimum grant amount acceptable for the project to proceed? \$ \_\_\_\_\_

Make check payable to: \_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director or Equivalent

\_\_\_\_\_  
Date

# General Fund Grant Guidelines

## ELIGIBILITY CRITERIA

- Grants funds must be for charitable or philanthropic purposes that agree with the Foundation's mission
- Recipients must be a 501(c)3 organization or a governmental agency
- Projects must be located within Scott County or the surrounding area, or must primarily benefit Scott County
- Capital campaigns, endowment programs, and political projects are not eligible for funding
- Grant funds may not be used to eliminate operating deficits or to retire debt
- Organizations that practice discrimination on the basis of race, color, creed, sex, age, or national origin are NOT eligible for funding

## REVIEW PROCESS

\*Projects will be evaluated based on the following criteria:

1. The most good achieved for the greatest number of people
2. Long range, lasting effects versus immediate/temporary needs
3. Addressing a clear, identifiable need
4. Creativity
5. Operational strength of the applicant organization, including project leadership and assurance for project completion.
6. Ranking when compared to other applications received during funding cycle
7. Awards will be announced by October, 2018

## OUR MISSION

The Scott Community Foundation is a nonprofit organization dedicated to preserving local wealth so the communities in and around Scott County will forever remain attractive places to live, work, and raise a family.

We accomplish our Mission by:

- Assisting individuals, businesses, and community organizations in achieving their own charitable goals;
- Creating opportunities for individual and collective charitable giving so that every resident, regardless of social or economic circumstance, can participate in the growth of their community;
- Attracting, building, and managing permanent endowment funds in a prudent and principled manner;
- Investing time and money into projects that address the current and future needs of area residents; and
- Increasing awareness and public engagement on important issues and projects.

## SUBMIT

Submit completed application with attachments and cover sheet on or before **September 7, 2018** to:

Scott Community Foundation  
210 West 4th Street  
Scott City, KS 67871

Questions? Call the Scott Community Foundation at 620-872-3790, or send an email to [nicole@scottcf.org](mailto:nicole@scottcf.org)

# REQUEST FOR FUNDS

**Instructions:** Using no more than *two, 8½ X 11 single-sided sheets of paper*, please tell us about your project. Be sure to include the following and label the information by letter in your narrative:

- a. The mission or purpose of your organization or group
- b. A definition of the need, including how the need has been determined
- c. The targeted population
- d. A description of the project (including other funding sources for the project)
- e. Your expected results
- f. Your timetable and process for achieving results
- g. Other funding sources
- h. How you will evaluate the success of your proposal

Attach a complete project budget and list of board members (not part of the 2-page limit).

Attach a letter of support from your board that includes approval of the project.

Attach copy of your IRS 501(c)3 determination letter or evidence of public entity status.

Attach General Fund Grant Application Cover Sheet to your application

**\*In the case that your organization receives a grant, you must set up a booth at the 2018 grant reception to be held in November, date to be determined.**