

# GRANT APPLICATION

*Mission: To preserve and enhance Boulder Junction for present and future generations.*

<b>1. APPLICANT INFORMATION:</b>			Date Submitted
Organization Name			Federal Employer ID Number (EIN)
Contact Person			
Address			
City		State	Zip
Phone Number(s)		Email Address	

<b>2. ORGANIZATION INFORMATION:</b>		
The organization is:		
<input type="checkbox"/> a nonprofit - Do you qualify for tax exemption under IRS 501(c)(3), Internal Revenue Code? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> a school <input type="checkbox"/> a governmental unit <input type="checkbox"/> Other: _____		
Year of Incorporation	Organizational Fiscal Year	Total Annual Budget

<b>3. PROJECT INFORMATION:</b>		
Project Name		
Total Project Cost \$	Grant Amount Requested \$	Date Funding Needed By
Project Start Date	Project End Date	
Is this a new project or ongoing program? <input type="checkbox"/> New <input type="checkbox"/> Ongoing <input type="checkbox"/> Both		
Area of Community Impact:		
<input type="checkbox"/> Human Services <input type="checkbox"/> Health & Recreation <input type="checkbox"/> Education <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Environment <input type="checkbox"/> Community Development <input type="checkbox"/> Other: _____		
Type of Project:		
<input type="checkbox"/> Capital Improvements <input type="checkbox"/> Program Development <input type="checkbox"/> Exhibition or Performance <input type="checkbox"/> Research/Studies <input type="checkbox"/> Community Awareness <input type="checkbox"/> Equipment/Supplies <input type="checkbox"/> Organization Programming <input type="checkbox"/> Other: _____		
Targeted population to be served by this project:		
<input type="checkbox"/> Children/Youth <input type="checkbox"/> Low Income <input type="checkbox"/> Special Needs <input type="checkbox"/> Adults <input type="checkbox"/> Elderly <input type="checkbox"/> Disabled <input type="checkbox"/> Minorities <input type="checkbox"/> Other: _____		
How many people will this project/program serve?    _____ Directly    _____ Indirectly		
Date this Project was Authorized by your Organization's Governing Board:		
Has your organization received a grant from this foundation in the past?		
Date:	Project Name:	

**4. APPLICATION NARRATIVE:** Provide the following information as an attachment to this application form.

**Organization Information:**

1. Have items #2, 3 & 4 below been filed with the Foundation in a past grant application?  
 Yes (*Do not resubmit, but describe any changes.*)     No
2. Briefly describe your organization's mission.
3. Briefly describe your organization's structure and qualifications of board, staff, and volunteers involved in project. Include a list of your current board of directors.
4. A copy of current IRS determination letter indicating 501(c)(3), or 509(a) tax exempt status, or evidence that the organization is not a private foundation as defined in Section 509(a). If not available, explain application status. If you are being sponsored by another agency, submit their tax-exempt letter and a signed letter from them indicating their sponsorship.
5. A copy of your most recent annual financial statement.
6. Documentation that this project was authorized by your organization's governing board (*i.e., copy of board meeting minutes authorizing project or authorizing resolution.*)

**Project Narrative:**

7. Describe the project for which you are seeking funds, including project goals and objectives.
8. Describe the community's need for the project and how the community will be impacted.
9. Are there any similar projects currently operating in the community? If so, how is your project different?
10. Are you collaborating with other organizations to meet this particular need? If so, list other organizations participating in the project and describe their roles.
11. If the project is a phase or component of a larger project, describe how the component will be usable or functional in and of itself.
12. What are the long term strategies for continuation (or maintenance) and funding of this project at the end of its completion?
13. Explain how you will evaluate and measure the effectiveness of your activities.

**Project Budget:**

14. **Project Cost Estimate:** Attach a Project Cost Estimate with explanation of cost estimate items, if not self-explanatory. Describe any non-cash donations.

Total Project Cost: \$

Cash: \$

Non-cash Donations: \$

Cost Estimate obtained through:    Quote    Applicant Estimate    Other:

Work to be performed by: (*Check all that apply.*)

Private Company Contract(s)    Volunteers    Staff    Other

15. **Project Funding Sources:** Describe the sources of funding for the project– including funding obtained to date, other sources that have been approached for funding, strategy for obtaining remaining funds needed, and timeline for obtaining funding.

**5. GRANT TERMS AND CONDITIONS**

**By checking this box, the individual(s) whose name(s) appear on this application, including the Chief Officer, confirm they are authorized to and do so commit the grantee to abide by the following grant terms and conditions:**

1. Granted funds will be used only for the purpose(s) set forth in this application.
2. Funding provided by the Foundation may not be used to participate or intervene in political campaigns or to support an attempt to influence legislation except to the extent that such activities are permissible under IRS rules for 501(c)(3) charitable organizations.
3. Expenses charged against this grant may not be incurred prior to the approved start date of the grant or after the grant's approved end date. A request for extension of the grant end date must be submitted in writing and is subject to approval by the Foundation.
4. The Foundation may request additional terms, conditions or contingencies in a signed agreement before releasing grant funding.
5. The approved project and the terms and conditions of this agreement are subject to modification only with the Foundation's prior written approval.
6. The grantee shall return to the Foundation any unused funds at the end of the grant period, or if the Foundation determines the grantee has not performed as set forth herein, or if the grantee loses its status as a public charity.

**By checking this box the applicant organization confirms it is in compliance with the Boulder Junction Community Foundation's Non-discrimination Policy as follows:**

The Boulder Junction Community Foundation seeks to promote respect for all people. In our grant programs, the foundation will not knowingly support organizations whose programs or services are not open to all without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law. We recognize that organizations may identify special needs in the community and target programs or services to a specific population based on those needs; however the programs must be open to all people in those targeted populations to be eligible for grant consideration.

We certify that the information provided in this application is correct to the best of our knowledge. We understand that additional information may be required to aid the Foundation in their review of this request and we are available to answer your questions.

\_\_\_\_\_  
Chief Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Chief Officer

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

*Boulder Junction Community Foundation, Inc., PO Box 675, Boulder Junction, WI 54512  
www.boulderjunctioncf.org Email: info@boulderjunctioncf.org  
Grants Committee Chair: Mary Van Grinsven @ 563-508-9822  
Board President: Grant Herman @ 715-209-8606*

## BJ COMMUNIITY FOUNDATION GRANTS COMMITTEE SIGN OFF

Note: To be completed by BJCF

<p><b>Project Eligibility:</b></p> <ol style="list-style-type: none"> <li>1. The project addresses unmet needs within the Town of Boulder Junction that are consistent with the charitable purposes of the BJCF, including, but not limited to, within the areas of human services, education, health &amp; recreation, arts &amp; culture, the environment, and community development. Most importantly, the project clearly falls within BJCF's mission.</li> <li>2. The project is consistent with the mission and purposes of the organization applying for the grant.</li> <li>3. The applicant organization has provided evidence satisfactory to the Board of Directors that it has the financial capacity and the ability to complete the project and, if applicable, provide for its long-term management and maintenance.</li> <li>4. The project can be completed within two years of the grant approval date.</li> <li>5. If a project is a phase or component of a larger project, the component is usable or functional in and of itself.</li> <li>6. The project does not meet any of the criteria of Ineligible projects and project costs under Bylaw X of the BJCF Bylaws</li> </ol>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>Is the application complete? If no, list below what needs to be submitted.</b></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>Additional Notes:</b></p>	
<p><b>BJCF Grants Committee Recommendation:</b>    <input type="checkbox"/> Approve    <input type="checkbox"/> Reject    <input type="checkbox"/> Resubmit</p> <p>If rejected, attach documentation.</p>	
<p><b>Signature of BJCF Grants Committee Chair</b></p>	<p><b>Date:</b></p>
<p><b>BJCF Board of Directors Action:</b></p>	<p><b>Date:</b></p> <p><input type="checkbox"/> Approve    <input type="checkbox"/> Reject    <input type="checkbox"/> Resubmit</p> <p>If rejected, attach documentation</p>



## GRANT APPLICATION GUIDELINES

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*Mission: To preserve and enhance Boulder Junction for present and future generations.*

### ***Boulder Junction Community Foundation Grants – Working Together for Boulder Junction***

The Boulder Junction Community Foundation (BJCF) awards grants based on these guidelines. Grant applications are evaluated by the Foundation’s Grants Committee and recommendations are made to the Foundation’s Board of Directors. Applicants will be advised of the decision within about four weeks of the deadline. Applications are evaluated with consideration to the policies, funding objectives, and - most importantly - the mission of the Boulder Junction Community Foundation (see above).

### **What We Support**

The BJCF is dedicated to supporting innovative ideas for:

- Projects involving other local nonprofits that strengthen and enhance the Boulder Junction community.
- Projects that support human services, education, health and recreation, arts and culture, the environment and community development.
- Projects that enhance the quality of life for Boulder Junction’s citizens and visitors; and that protect those characteristics of our community that are so loved.

### **Who May Apply**

The Foundation welcomes grant requests from organized groups throughout the Boulder Junction area, including:

- Independent nonprofit organizations
- Charitable organizations classified as 501(c)(3) under the Internal Revenue Code
- Local units of state or national organizations
- Schools, governmental units and religious institutions providing programs benefitting the public at large

### **Eligible Projects and Program Priorities**

Projects are prioritized based on the grant project eligibility criteria and priorities set forth in Sections 3 and 4 of “Bylaw X. Grant Distributions” of the BJCF Bylaws. (Bylaw X. is Attachment I to these guidelines, for your review.) In general, the Foundation ***does not fund***:

1. Costs not directly associated with or necessary for the implementation of the project.
2. Costs associated with regular ongoing operating expenses or debt retirement.
3. Costs associated with needs more properly funded through the operating budget of the applicant organization or by other sources.
4. Grants to individuals or loans of any type.
5. Projects associated with political candidates or groups.
6. Projects for sectarian or religious purposes.
7. Projects submitted by current BJCF Board members.
8. Projects from organizations that discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin or physical disability.
9. Projects more appropriately funded by State, County or Local taxes.

## How To Proceed

1. Read the attached excerpt of the BJCF Bylaws relating to Grants.
2. Discuss your project proposal with a BJCF board member or the contact listed below to insure it is eligible for grant funds.
3. Complete Sections 1-3 (on page 1 of the grant application form) that request general information about the applicant, applicant organization, and project.
4. Complete Section 4, the grant application narrative, by answering the 15 questions related to your organization, the project proposal, and the project's budget. The narrative must be typewritten and should not be more than four (4) pages. Please use at least an 11 point font.
5. Complete Section 5, Grant Terms and Conditions, by checking the boxes and signing the application as requested.
6. Assemble your application package.

### A complete application consists of:

- The filled-in and signed grant application form
  - The application narrative
  - Other attachments
    - List of current board of directors
    - Copy of IRS determination letter indicating 501(c)(3) or 509(a) tax exempt status, if applicable
    - Signed letter indicating sponsorship, if sponsored by another organization, if applicable
    - Copy of most recent annual financial statement
    - Copy of project authorizing document – board meeting minutes or authorizing resolution
    - Project Cost Estimate
7. Mail one copy of your application package to the Boulder Junction Community Foundation, Grants Committee, PO Box 675, Boulder Junction, WI 54512 or make arrangements with the BJCF contact listed below for hand delivering.

## What Happens Next?

Your grant application will be reviewed and evaluated by the Foundation's Grants Committee, then the Board of Directors will make the final decision. (Funding for grants comes from two sources: The BJCF Restricted Endowment Fund or unrestricted undesignated funds.) You may be asked to provide additional information. Applicants will be advised in writing of the outcome within 30 days of the application deadline. If your grant is denied, you may call our Board President listed below for an explanation.

If you are awarded a grant, you will need to:

- Be available for a grant presentation ceremony
- Complete and submit a project final narrative report within 90 days of project completion or one year from award date, whichever comes first. (See Attachment I, Bylaw X. Grant Distributions, Section 5(e))
- Include the following statement in all material related to your project: "Support for this project was provided by the Boulder Junction Community Foundation."
- Include all press releases, photos, or articles in the project final report.

*We wish you success with your projects and look forward to being your partners in bettering the Boulder Junction area for our citizens and visitors.*

## Questions?

Grants Committee Chair: Mary Van Grinsven @ 563-508-9822  
Board President: Grant Herman @ 715-209-8606

## **BYLAW X. GRANT DISTRIBUTIONS**

*(Excerpt from the Boulder Junction Community Foundation Bylaws effective October 19, 2010)*

**Section 1. Purpose.** The purpose of this section is to establish procedures and standards for the administration of grants to eligible organizations from Corporation funds available under Bylaw IX.

**Section 2. Applicability and definitions.** This bylaw is applicable to a) nonprofit organizations that qualify for tax exemption under Section 501(c)(3) of the Internal Revenue Code and/or from classification as a public charity, and (b) schools, governmental units and religious institutions providing programs that benefit the public at large, who apply for grants to undertake charitable projects that benefit the greater Boulder Junction area. The greater Boulder Junction area is defined as the area within the borders of the Town of Boulder Junction.

**Section 3. Eligible projects.** The Board of Directors may award a grant for a project that meets all of the following requirements:

(a) The project addresses unmet needs within the Town of Boulder Junction that are consistent with the charitable purposes of the Corporation, including, but not limited to, within the areas of human services, education, health & recreation, arts & culture, the environment, and community development.

(b) The project is consistent with the mission and purposes of the organization applying for the grant.

(c) The applicant organization has provided evidence satisfactory to the Board of Directors that it has the financial capacity and the ability to complete the project and, if applicable, provide for its long-term management and maintenance.

(d) The project can be completed within two years of the grant approval date.

(e) If a project is a phase or component of a larger project, the component must be usable or functional in and of itself.

**Section 4. Priorities.** The Board of Directors shall evaluate and prioritize projects for grant assistance in accordance with the following project priorities, which are not listed in order of preference:

(a) Projects that support the mission of the Corporation.

(b) Projects that effectively impact education & literacy, community improvement/enrichment, healthy families, or arts & culture.

(c) Projects that promote cultural harmony and understanding.

(d) Projects that enhance the social strength of the community.

(e) Projects that enhance economic, civic, or ecological systems.

(f) Projects that address public health, environmental, safety, or security problems.

(g) Projects designed to serve the needs of elderly persons, disabled persons, and youth in the community.

(h) Projects that make a difference in children's lives – that support activities that serve, teach and inspire children, youth and families.

(i) Projects that meet a well-documented need and have community support.

(j) Projects that meet a new or growing need of a broad segment of the community.

(k) Projects that address a community need as defined in a Vilas County, Town of Boulder Junction or other organization planning document or other key community indicators.

(l) Projects that enhance or expand quantity/quality of a local organization's programs or services.

(m) Projects shown to be town-wide in impact and importance.

(n) Projects ready to be implemented immediately.

(o) Projects that demonstrate the ability to leverage other resources (i.e. other funds, volunteer labor, in-kind contributions, or community partnerships).

(p) Projects that are implemented through the cooperation of two or more organizations.

(q) Projects where those people directly or indirectly affected by the project are appropriately involved.

(r) Projects that provide for completion of a project already started.

(s) Projects submitted by an organization that has not previously received a grant or received a grant within the past 3 years.

- (t) Projects that are permanent and maintainable.
- (u) Projects that show creativity, originality and enthusiasm.
- (v) Projects that are focused, well defined, and likely to be implemented successfully.
- (w) Projects that identify clear outcomes, work plans and measures of success.
- (x) Projects where evaluation of the project is clearly incorporated into the project design.
- (y) Projects that don't duplicate existing services.

**Section 5. Application and grant award procedures.**

(a) Applications for grants shall be submitted to the Boulder Junction Community Foundation on forms provided by the Board of Directors. Applications shall include evidence of the organization's eligibility to apply for a grant, a detailed description of the proposed project, a cost estimate, timetable and other information required by the Board of Directors. Each eligible organization may submit only one application per year. The Board of Directors shall base its evaluation of projects on information submitted in the application and may require further information through follow-up communication, site visits, or technical review.

(b) The Board of Directors may evaluate and approve applications as they come in, year-round, to the extent that funds are available, or they may establish application deadlines in order to rate and rank competing applications according to the priorities set forth in this bylaw.

(c) Funds shall be allocated to projects based upon their priority until funding is exhausted. Grant applicants whose projects are not funded will receive an explanation of eligibility or priority ranking results. Applicants may request that their projects be reconsidered in another fiscal year if the project is eligible for funding. Resubmissions will be judged without prejudice or preferential priority.

(d) The Board of Directors may advance up to 100% of the grant payment to the sponsor once the sponsor provides documentation that it has its share of project costs.

(e) Each sponsor that receives a grant award shall maintain accurate and complete financial records of project expenses in accordance with generally accepted accounting principles and practices. A final report, which documents project expenses, shall be submitted to the Board of Directors within 90 days of the completion of the project or by the date indicated in the grant notification letter, whichever is sooner. If expenses for the project are less than estimated, the applicant shall return unused grant funds with the final report.

**Section 6. Ineligible projects and project costs.**

(a) Costs not directly associated with or necessary for the implementation of the project are ineligible for grant funding.

(b) Costs associated with ongoing operating expenses of well-established organizations or debt retirement.

(c) Costs associated with needs more properly funded through the operating budget of the applicant organization or by other sources.

(d) Grants to individuals or loans of any type.

(e) Projects associated with political candidates or groups.

(f) Projects for sectarian or religious purposes.

(g) Projects submitted by current Board members.

(h) Projects from organizations that discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin or physical disability.