



EZ GRANT APPLICATION

(Generally used for grants of \$750 or less)

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

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

2. ORGANIZATION INFORMATION:	
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: _____	

3. DESCRIBE HOW THE FUNDS WILL BE USED:		
Total Cost \$	Grant Amount \$	Date Funding Needed By
Project Start Date		Project End Date

Describe the impact the funds received will have on the Boulder Junction area as it relates to the Community Foundation's Mission Statement. (See top of page one)

Has your organization received funding from this foundation in the past? If yes, when?

Signature of Chief Officer or Contact Person

Date

Mail completed application to:

***Boulder Junction Community Foundation, Inc., PO Box 675,
Boulder Junction, WI 54512***

Telephone: 715-385-2980 www.boulderjunctioncf.org

Email: info@boulderjunctioncf.org

Grants Committee Chair: Mary Van Grinsven @ 563-508-9822

Board President: Grant Herman @ 715-209-8606

BJCF GRANTS COMMITTEE SIGN OFF

Note: To be completed by BJCF

Project Eligibility:

- | | | |
|--|------------------------------|-----------------------------|
| 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 & recreation, arts & culture, the environment, and community development. Most importantly, the project clearly falls within BJCF's mission. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. The project is consistent with the mission and purposes of the organization applying for the grant. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. The project can be completed within two years of the grant approval date. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. If a project is a phase or component of a larger project, the component is usable or functional in and of itself. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. The project does not meet any of the criteria of Ineligible projects and project costs under Bylaw X of the BJCF Bylaws | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Is the application complete? If no, list below what needs to be submitted. Yes No

Additional Notes:

BJCF Grants Committee Recommendation: Approve Reject Resubmit
 If rejected, attach documentation.

Signature of BJCF Grants Committee Chair	Date:
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BJCF Board of Directors Action:	Date:	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Resubmit If needed, attach documentation
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EZ GRANT GUIDELINES

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

Boulder Junction Community Foundation Grants – Working Together for Boulder Junction

EZ Grants are available for those funding requests of generally \$750 or less that require a quicker timeline for a funding decision. EZ Grant Applications are evaluated by the Foundation’s Grants Committee, recommendations are made to the Foundation’s Board of Directors, and decisions are made on a timely basis to accommodate your needs. 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 this foundation's Bylaws relating to Grants and review the BJCF Mission Statement.
2. You may discuss your project proposal with a board member or the contact listed below to insure it is eligible for grant funds. (This does not guarantee that this foundation will fund your grant.)
3. Complete Sections 1-3 (on page 1 & 2 of the EZ Grant application form).
4. Assemble your application package. This consists of the 2 page filled-in and signed EZ Grant application form.
5. Mail your application package to the Boulder Junction Community Foundation, Grants Committee, PO Box 675, Boulder Junction, WI 54512 or make arrangements with our 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: Our Restricted Endowment Fund or unrestricted undesignated funds.) You may be asked to provide additional information. Applicants will be advised of the outcome by an agreed upon date. 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.