



RHINELANDER COMMUNITY FOUNDATION

GRANT APPLICATION

Mission: To facilitate charitable giving and, together with our donors, improve the quality of life in the Rhineland community now and for future generations.

GRANT APPLICATION GUIDELINES

The Rhineland Community Foundation (RCF) awards grants based on these guidelines. Grant applications are evaluated by the RCF's Grants Committee and recommendations are made to the Foundation's Board of Directors. Applicants will be advised of the decision within 8 weeks of the deadline. Applications are evaluated with consideration to the policies, funding objectives, and - most importantly - the mission of the Rhineland Community Foundation: *to facilitate charitable giving and, together with our donors, improve the quality of life in the Rhineland community now and for future generations.*

What We Support

The RCF is dedicated to supporting innovative ideas for Projects or Programs*:

- That involve other local nonprofits that strengthen and enhance the Rhineland community; or
- That enhance the quality of life for Rhineland area 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 Rhineland area, including:

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

Eligible Projects and Program Priorities

In general, the Foundation **does not fund**:

- Costs not directly associated with or necessary for the implementation of the project.
- Administrative expenses not related directly to the project or debt retirement.
- Expenses incurred prior to the approved start date of the grant or after the grant's approved end date.
- Grants to individuals or loans of any type.
- Projects associated with political candidates or groups.
- Projects for sectarian or religious purposes.
- Projects submitted by current RCF Board members.
- Projects from organizations that discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin or physical disability.
- Projects more appropriately funded by State, County or Local taxes.



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*Projects & Programs: We define a **project** as a one-time, limited activity that is not ongoing. However, the project may support the ongoing operations of the organization. Examples include: equipment; seminars; concerts; or, onetime events such as theater productions or concerts.

A **program** consists of activities, generally ongoing and part of the core activities of the organization. Examples include the provision of food, personal essentials, training, or other ongoing events that provide support to the community. The Community Foundation does not fund general administrative expenses such as administrative salaries, rent, or overhead.

Throughout this form, when we refer to projects, it includes both projects and programs.

HOW TO PROCEED

1. If needed, discuss your project proposal with a RCF board member or coordinator to insure it is eligible for grant funds.
2. Complete Parts 1-3 (on page 1 of the grant application form) that request general information about the applicant, applicant organization, and project.
3. Complete Part 4, the grant application narrative, by answering the questions related to your organization, the project proposal, and the project's budget.
4. Complete Part 5, Grant Terms and Conditions, by checking the indicated lines and signing the application as requested.
5. Complete Part 6 by having the Chief Officer and contact person of the organization sign the form.
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:
Rhineland Community Foundation
Grants Committee
PO Box 1523
Rhineland, WI 54501

or email to info@rhinelandcommunityfoundation.com with the subject line "Grant Application"



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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. You may be asked to provide additional information. Applicants will be advised of the outcome at the earliest convenience. If your grant is denied, you may contact RCF for an explanation.

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

- Be available for a grant presentation ceremony
- Include the following statement in all material related to your project: "Support for this project was provided by the Rhineland Community Foundation."
- **Complete and submit a project final narrative report within 90 days of project completion or one year from award date, whichever comes first. This must include an accounting of how grant funds were specifically used.**
- Include all press releases, photos, or articles in the project final report.



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Date: _____

PART 1: APPLICANT INFORMATION

Organization Name	
Federal EIN	
Contact Person	
Full Address	
Phone Number	
Email Address	

PART 2: ORGANIZATION INFORMATION

Organization Type	<input type="checkbox"/> Charitable Organization 501(c)(3) <input type="checkbox"/> School <input type="checkbox"/> Governmental Unit <input type="checkbox"/> Other (please describe): _____
Year of Incorporation	
Fiscal Year End Date	
Total Annual Budget	



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PART 3: PROJECT/PROGRAM INFORMATION

Project Name	
Total Project Cost (\$)	
Grant Amount Requested (\$)	
Date Funding Needed	
Project Start Date	
Project End Date	
Program Type	<input type="checkbox"/> New <input type="checkbox"/> Ongoing Project
Area of Community Impact	
Target Population of Project	<input type="checkbox"/> Children/Youth <input type="checkbox"/> Adults <input type="checkbox"/> Low Income <input type="checkbox"/> Elderly <input type="checkbox"/> Special Needs <input type="checkbox"/> Disabled <input type="checkbox"/> Minorities <input type="checkbox"/> Other (please describe): _____
Estimated Number to be Served by Project	Directly: _____ Indirectly: _____
Has your organization previously received a grant from RCF?	<input type="checkbox"/> Yes - Please provide the following information: Project Name: _____ Date Received: _____ Has the organization submitted a project final narrative as outlined in the grant application guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No



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*For Part 4 and its subsections, information may also be included
as an attachment if not otherwise required*

**PART 4: APPLICATION NARRATIVE
SECTION A: ORGANIZATION INFORMATION**

1. Briefly describe your organization's mission and structure:

2. **Please attach** a copy of current IRS determination letter indicating 501(c)(3) 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.

3. **Please attach** documentation that this project was authorized by your organization's governing board (i.e., copy of board meeting minutes authorizing project or authorizing resolution.)



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PART 4: APPLICATION NARRATIVE
SECTION B: PROJECT NARRATIVE

Describe the project for which you are seeking funds, including the following:

Check here if the information in this section is provided in a separate attachment

Brief description of the project	
Project Timeline	
What is the community's need for the project? How will the community be impacted?	
Are there any similar projects currently operating in the community? If so, how is this project different?	



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PART 4: APPLICATION NARRATIVE
SECTION B: PROJECT NARRATIVE, Continued

Are you collaborating with other organizations? If so, please list.

Are there long term strategies for continuation of the project?

What are the project's goals and objectives? What is the lasting impact of the project?

How you will evaluate and measure the effectiveness and impact of the project?

How will you promote the project for visibility in the community?



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**PART 4: APPLICATION NARRATIVE
SECTION C: PROJECT BUDGET**

Project Cost Estimate: Please attach a Project Cost Estimate. We have a budget form template available on our website. Use a separate sheet to explain any unusual costs.

Is the project budget and cost estimate breakdown attached?

- Yes
- No. Please explain:

Breakdown of Project Cost	Cash (\$): _____ Non-cash: _____
Work to be performed by:	<input type="checkbox"/> Private company contracts <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Other (please describe): _____

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.
Description:

IMPORTANT: Will you accept partial funding for this project? Yes No

**PART 4: APPLICATION NARRATIVE
SECTION D: COMMUNITY VISIBILITY**

Describe how you will recognize or acknowledge RCF's contribution to your project within the community. For example, a plaque stating "Donated by the Rhineland Community Foundation" on granted funds used to build an outdoor seating area.

Description:



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PART 5: GRANT TERMS AND CONDITIONS (MUST CHECK BOTH BOXES)

- By checking this line, 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:
- Granted funds will be used only for the purpose(s) set forth in this application.
 - Funding provided by the RCF 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.
 - 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.
 - The Foundation may request additional terms, conditions or contingencies in a signed agreement before releasing grant funding.
 - The approved project and the terms and conditions of this agreement are subject to modification only with the Foundation's prior written approval.
 - RCF may require periodic written reports concerning use of grant funds.
 - The grantee shall return to the Foundation any unused funds at the end of the grant period.
 - Rhineland Community Foundation reserves the right to withhold and/or recover funds in case funds are, or appear to be misused, 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.
 - **The grantee shall provide a written report on the project including expenses per the budget form and a project evaluation within 90 days of the project completion or one year from award date, whichever comes first.**

- By checking this line the applicant organization confirms it is in compliance with the Rhineland Community Foundation's Non-discrimination Policy as follows:

The Rhineland 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.



PART 6: CERTIFICATION

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

_____ Signature of Chief Officer

Title: _____ Date: _____

_____ Contact Person

_____ Signature of Contact Person

Title: _____ Date: _____

Rhineland Community Foundation, Inc.
PO Box 1523, Rhineland, WI 54501
info@rhinelandcommunityfoundation.com