



# RHINELANDER COMMUNITY FOUNDATION GRANT APPLICATION

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

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	



# RHINELANDER COMMUNITY FOUNDATION

## GRANT APPLICATION

### PART 3: PROJECT/PROGRAM INFORMATION

<b>Project Name</b>	
<b>Total Project Cost (\$)</b>	
<b>Grant Amount Requested (\$)</b>	
<b>Date Funding Needed</b>	
<b>Project Start Date</b>	
<b>Project End Date</b>	
<b>Program Type</b>	<input type="checkbox"/> New <input type="checkbox"/> Ongoing Project <input type="checkbox"/> Both
<b>Area of Community Impact</b>	
<b>Project Type</b>	<input type="checkbox"/> Capital Improvements <input type="checkbox"/> Community Awareness <input type="checkbox"/> Program Development <input type="checkbox"/> Equipment/Supplies <input type="checkbox"/> Exhibition/Performance <input type="checkbox"/> Organization Programming <input type="checkbox"/> Research/Studies <input type="checkbox"/> Other (please describe): _____
<b>Estimated Number to be Served by Project</b>	Directly: _____ Indirectly: _____
<b>Target Population of Project</b>	<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): _____
<b>Date Project Approved by Board</b>	
<b>Has your organization previously received a grant from RCF?</b>	<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



# RHINELANDER COMMUNITY FOUNDATION GRANT APPLICATION

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

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

1. Have items 2, 3, and 4 below been filed with RCF in a previous grant application?

- Yes - do not resubmit information, but note any changes
- No - complete all items

2. Briefly describe your organization's mission

3. Briefly describe your organization's structure and qualifications of board, staff, and volunteers involved in project

4. 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.

5. 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.)



**RHINELANDER COMMUNITY FOUNDATION**  
**GRANT APPLICATION**

Check here if the information in Part 4, Section B is provided in a separate attachment

**PART 4: APPLICATION NARRATIVE**  
**SECTION B: 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.



# RHINELANDER COMMUNITY FOUNDATION GRANT APPLICATION

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

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

Breakdown of Project  
Cost

Cash (\$): \_\_\_\_\_  
Non-cash: \_\_\_\_\_

Work to be performed by:

- Private company contracts     Staff  
 Volunteers     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:**

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

15. 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:**



**RHINELANDER COMMUNITY FOUNDATION**  
**GRANT APPLICATION**

**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.

- 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.



**RHINELANDER COMMUNITY FOUNDATION**  
**GRANT APPLICATION**

**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  
\_\_\_\_\_ Contact Person  
\_\_\_\_\_ Signature of Contact Person  
\_\_\_\_\_ Title  
\_\_\_\_\_ Title  
\_\_\_\_\_ Date

Rhineland Community Foundation, Inc.  
PO Box 1523, Rhineland, WI 54501  
[info@rhinelandcommunityfoundation.com](mailto:info@rhinelandcommunityfoundation.com)



# RHINELANDER COMMUNITY FOUNDATION GRANT APPLICATION

## **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 involving other local nonprofits that strengthen and enhance the Rhineland community.
- Projects 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
- Local units of state or national charitable organizations
- 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.
- Costs associated with regular ongoing operating expenses or debt retirement.
- Costs associated with needs more properly funded through the operating budget of the applicant organization or by other sources.
- 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.





# RHINELANDER COMMUNITY FOUNDATION GRANT APPLICATION

## **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 the Rhineland Community Foundation, Grants Committee, PO Box 1523, Rhineland, WI 54501 or email to [info@rhinelandcommunityfoundation.com](mailto:info@rhinelandcommunityfoundation.com) with the subject line "Grant Application"

## **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 in writing 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
- 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 the following statement in all material related to your project: "Support for this project was provided by the Rhineland Community Foundation."
- Include all press releases, photos, or articles in the project final report.