

2011 Community Foundation Grant Program

Murray-Calloway County Community Foundation, Inc.

(An affiliate of: The Community Foundation of West Kentucky, Inc.)

General Information

The Murray-Calloway County Community Foundation (MCCCF) is requesting funding proposals (RFP) for the 2011 Community Grant Program. Local organizations that meet eligibility requirements and serve Murray-Calloway County are urged to apply. The purpose of this grant is to improve the life of our citizens through one of the areas, as noted below. **Six Grants** will be awarded during this funding cycle.

Maximum request amount is \$1000.00

Funds are intended for non-profit organizations addressing one of the following areas of interest:

- Educational Attainment
- Health Awareness
- Social Services
- Community Arts
- Children's Programs
- Community Improvement

Eligibility Criteria: (applicants must certify in writing that they are one of the following)

- Already existing non-profit 501(c)3 organization
- Existing government agency applying for an extraordinary project that is not funded by tax revenue
- A religious organization requesting funding for non-sectarian – basic need services
- A long-standing civic group or organization requesting funds to promote basic need services
(MCCCF reserves the right to determine eligibility of the organization)

Application Expectations:

- Applications will be accepted beginning June 1, 2011 and must be postmarked no later than July 1, 2011 (applications available from MCCCF grant chairman or at: www.cfwestky.org)
- No electronic or hand delivery accepted
- Applications mailed to:
Murray-Calloway County Community Foundation, Inc.
Attn: MCCCF Community Grant
PO Box 727
Murray, KY 42017
- Organizations are only allowed one application per funding cycle

Process and Reporting:

- Applicants will be notified of their award by July 15, 2011 by phone and letter.
- Fund monies are expected to be used within 90 days of notification unless the organization has received prior approval from MCCCCF.
- The grantee is responsible for expenditure of funds and for maintaining adequate supporting records consistent with generally acceptable accounting principles.
- Applicant will be responsible for reporting fund expenditures and the community impact of the grantees project within 120 days of receipt of funding unless organization has received prior approval from MCCCCF.

Disbursement of Funds:

- Foundation will fund recipients upon notification
- Foundation will not issue funds directly to individuals
- Fund monies are to be used only for the purposes stated in the application

Funds may not be used for the following:

- Personnel – infrastructure expenses
- Debt reduction
- Capital campaign or capital construction costs
- Political causes
- Lobbying
- Indirect costs

Please fill out all information carefully

Section I – Face page (attached)

Section II. Narrative (6 page maximum – 12pt font – single spaced – 1” margins)

Section III. Additional Application Requirements

Any questions should be directed to: Dottie Kraemer- MCCCCF, grant committee chairman at 270-762-7333 or 270-293-9119

Section II: Narrative

The Application Narrative should include the following elements:

1. Description of your organization including the following:
 - a. Basic overview of organization (history, mission, etc.)
 - b. How does your organization affect the community you serve?
 - c. Financial information (describe current funding sources)
 - d. Describe governance of organization
2. Description of need:
 - a. By using local data, describe the identified need to be addressed by the grant funding.
3. Description of Project/Program/Service to be funded:
 - a. What will be done with the grant funding?
 - b. Who will be involved and/or will other community organizations be involved?
 - c. Where will the project/program/service be provided?
4. Description of grant work-plan
 - a. Timeline for grant project (activity/responsibility/date completed)
 - b. Budget
5. Evaluation Process:
 - a. How will this funding impact the people you serve, be specific?
 - b. How will the impact be measured?

Section III: Additional Application Requirements

1. Two copies of completed Face Page
2. Two copies of narrative (including timeline and budget)
3. Two copies of a list of members of governing board
4. Provide written proof of organization's eligibility (i.e. non-profit status, government entity, religious organization or civic organization) – include letter of determination – if appropriate.
5. Please staple or use binder clips to contain proposal. Please do not fold materials. Do not insert materials in notebooks or folders of any kind.

Failure to comply with ALL grant requirements shall result in disqualification of application

Submit all this information to:

Murray-Calloway County Community Foundation, Inc.

ATTN: MCCCCF Community Grant

PO Box 727

Murray, KY 42071

MCCCF -2011 Community Grant Application

Maximum request amount is \$1000.00

This application is to be used for organizations serving the residents of

Murray-Calloway County Kentucky

Section I: Basic Application Information

Name of Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Title:** _____

Telephone numbers: Day _____ **Other:** _____

E-mail Address: _____

Federal I.D. No.: _____ **Date organized:** _____

Requesting Funding amount: _____

Authorized applicant name: _____

Authorized signature: _____ **Date:** _____