



*A fund of Galesburg Community Foundation*

## **Knoxville Community Fund Grant Application Instructions – 2018**

### **Instructions**

Please adhere to the following guidelines when submitting a grant application:

- All parts and sections of the application must be answered in their entirety. ***Consideration of grant is jeopardized if questions are left unanswered.***
- Answers should be typed in the appropriate fields (this application is easily navigated by using the tab key, arrow keys or clicking on boxes with your mouse – instead of the return key). **Hand written applications will not be accepted.**
- Only the required information should be included.
- **Do not send cover letters or letters of support** with your application; all pertinent information should be typed into the appropriate sections of the application.

### **Grant Options**

Please submit only **ONE** application per grant cycle. **Only one application (ONE program or project) per organization per grant cycle will be accepted.** Please call Peg Bivens at 309.289.4137 if you have questions regarding the application process.

**NOTE:** Each request is thoroughly reviewed by the Advisory Committee of the Knoxville Community Fund. Those requests that involve additional funders and do not attempt to rely solely on KCF to support the project in its entirety will be looked upon most favorably.

### **Application submission**

- Applications can be downloaded from the GCF website- [www.ahealthycommunity.org](http://www.ahealthycommunity.org).
- The application is a PDF form. Downloading the PDF application and saving it to your computer first and then entering the required information is strongly recommended. Remember to save often.
- Submit the application via email to Peg Bivens at [peg@leag.biz](mailto:peg@leag.biz).

### **After you submit your application**

- Upon receipt of your grant application you will receive a confirmation email from Peg Bivens.
- If you have not received a reply within two working days, please call Peg Bivens at 309.289.4137.
- During the review process, we may schedule a phone conference, a site visit or a meeting to discuss the proposal in detail.
- Please advise us if circumstances arise which affect any aspect of your request, such as securing matching funds, personnel or financial changes.

### **Timeframe**

- **Deadline: July 30, 2018 (applications must be submitted electronically by end of day).**

For questions contact Peg Bivens at [peg@leag.biz](mailto:peg@leag.biz) or 309.289.4137.



# 2018 Grant Application FAQ

## **What guidelines need followed when submitting a grant?**

- The application must be completed in its entirety. Applications with missing information will not be considered.
- Only information requested on the application should be included. Additional information will not be reviewed.
- Hand written applications are not accepted.
- Applications must be completed and submitted via email to Peg Bivens at [peg@leag.biz](mailto:peg@leag.biz).

## **May an organization submit more than one application?**

- No. Please only submit one application detailing one program request per grant cycle.

## **What types of grant requests will be accepted?**

- The 2018 grant cycle is accepting applications for programs, and/or programs/projects that encourage community pride in Knoxville.
- Requests for technology, new construction or renovation of buildings/structures, furnishings, equipment, vehicles or new staff positions will not be accepted.

## **What are key things the grant review committee looks for when approving a grant?**

- A complete application.
- Requests involving additional funders and not attempting to solely rely on KCF's support are looked upon very favorably.
- The number of people impacted by the program.

## **Can applications be mailed to Knoxville Community Fund?**

- No. Applications are only available online (as a PDF) at Galesburg Community Foundation's website [www.ahhealthycommunity.org](http://www.ahhealthycommunity.org). Applicants are strongly recommended to download the form first, save it to their computer. Applications should be emailed to Peg Bivens at [peg@leag.biz](mailto:peg@leag.biz) by midnight **July 30, 2018**.

## **What happens after I submit my application?**

- Upon receipt of grant applications you will receive an email from Peg Bivens confirming receipt. If you do not receive a reply within two working days please contact Peg at 309.289.4137.
- During the review process, KCF Advisory Committee may schedule a phone conference, site visit or meeting to discuss the proposal in detail.
- Please advise KCF if circumstances impact any aspect of your request, such as securing matching funds, personnel or financial changes.

## **Timing**

- Grants are due to GCF by midnight **July 30, 2018**.

## **Who do I contact for assistance or more information?**

- For general questions, contact Peg Bivens at [peg@leag.biz](mailto:peg@leag.biz) or 309.289.4137.



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### **Knoxville Grant Application**

The Knoxville Community Fund offers grants to shape the future and promote the well-being of the Knoxville community.

Organization Name \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Program Name \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_

### **General Organization & Operating Information**

Briefly describe your organization.

Is your organization a \_\_\_\_\_ 501(c)(3) or \_\_\_\_\_ governmental organization?

If neither, explain \_\_\_\_\_

EIN # \_\_\_\_\_

Date Incorporated \_\_\_\_\_ Current annual operating budget \_\_\_\_\_

Head of organization \_\_\_\_\_ Title \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Program Narrative**

*Answers should address the specific grant you are seeking funding for.*

Please summarize your project purpose, goals and objectives.

Please provide a brief description of your program.

Beginning program date: \_\_\_\_\_

Ending program date: \_\_\_\_\_

Briefly summarize your project budget and budget items for which you seek grant support.

How will you document results of your project/program so that they can be reported to the Knoxville Community Fund and Galesburg Community Foundation?

The undersigned hereby certifies that:

- The information included with this application is correct to the best of his/her knowledge.
- The IRS 501(c)(3) determination has not been revoked, canceled or modified.
- Funds will be used for the purpose outlined in the application as agreed to by both parties.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_



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**For KCF Purposes Only**

**Knoxville Community Fund Recommendation**

Organization Name \_\_\_\_\_

EIN # \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Program Name \_\_\_\_\_

Amount Recommended \$ \_\_\_\_\_

**For GCF Purposes Only**

Galesburg Community Foundation Signature \_\_\_\_\_

Date \_\_\_\_\_