



GRANT
GUIDELINES
AND
APPLICATION

Distribution Information and Guidelines

The Tuscola Community Foundation (TCF) is a publicly supported non-profit corporation established in 1994. It administers gifts, bequests, and donations from individuals, agencies, corporations, and other sources for the benefit of the residents of the Tuscola community. It is an organization founded so that individual generosity can help improve the future for everyone in the community.

The Foundation funds programs and services from both its restricted and unrestricted funds that serve a broad spectrum of interest, such as education, health and human services, scientific research, religious and youth activities.

Through the generosity of many donors, the Tuscola Community Foundation makes available quarterly from their unrestricted funds sums to be awarded to worthy organizations with a 501 (c) 3 or other charitable tax exempt status. Any organization which is an IRS designated tax exempt 501 (c) 3, or other tax exempt charitable organization, in the Tuscola community is eligible to apply.

Through the George J.A. Meister bequest, The Tuscola Community Foundation is able to help fund programs for senior citizens throughout Douglas County. The Meister Fund, as with several of the funds, will only distribute income earned by the fund(s).

Completed applications should be submitted to the:

The Tuscola Community Foundation
P.O. Box 252
Tuscola, Illinois 61953

GRANT PROCESS

The Tuscola Community Foundation will announce a specific total dollar amount that the Foundation will be providing in grants. Grant applications are taken on a quarterly basis must be submitted to The Tuscola Community Foundation by the first (1st) of the month of January, April, July, or October, or other dates as determined by the Board of Directors. These applications will then be reviewed and considered by the Grants Committee and recommendations made at The Tuscola Community Foundation regular quarterly meeting held on the third (3rd) Wednesday of each of the noted months. Projects will be funded for one year and prior grant recipients may reapply.

Grant applications that are submitted should contain the following information:

1. Completed Grant Application Cover Sheet and Checklist
2. Project Description (A brief narrative describing the project and/or program for which funding is being requested, including an assessment of need and primary beneficiaries, plans for implementation, other sources of funds and means of assessing results). Please include a brief statement describing the organization's history, activities, service information, objectives and purposes.
3. Detailed, project line-item budget including the amount of organization's own funds that will be applied to the proposed project.
4. List of the name and title of all paid individuals working for your organization, if applicable.
5. List of board members including occupations, address and phone numbers.
6. Certification Page
7. A brief, one page financial report of the organization, including current balance sheet, revenue sources and expenses for the latest fiscal year and any endowment funds held by the organization.
8. Most recent audited financial statement
9. IRS letter 501 (c) 3 tax exempt status (if applicable)
10. IRS Form 990 (most current)
11. List of grants received in the last two years relating to this request. Please include sources and amounts.

Seven (7) three-hole punched copies of the Grant Application and all supporting documents must be submitted.

PROPOSAL REVIEW PROCESS

A grant selection committee of Tuscola Community Foundation Board members and community representatives will review submitted applications and make recommendations regarding funding to the TCF Board of Directors. Applications will be reviewed after the first of the month of January, April, July and October, with recommendations taken to the Board of Directors at the quarterly meeting in these months. If approved, funds will be distributed according to availability and project demand.

Members of the grants committee will evaluate each grant application independently based upon established acceptance criteria and assign points as outlined below. Grants from the Meister Fund, for senior citizens, will also be evaluated according to the number of seniors living in the community that has applied for the grant. This number of seniors will be taken from the latest U.S. census figures.

GENERAL FUND REQUESTS	
Criteria-based selection point system:	
Review Category	Points
Project Description	20
Community Benefit	40
Staffing Plan	10
Budget	<u>30</u>
Total	100

MEISTER FUND REQUESTS	
Criteria-based selection point system:	
Review Category	Points
Project Description	20
Community Benefit	40
Staffing Plan	10
Budget	20
Number of Seniors in Community	<u>10</u>
Total	100

Disbursement of Funds

Funds will be disbursed at the discretion of the TCF Board of Directors according to project needs. Funds are to be spent as approved. Any deviation from the budget must be submitted in writing to the TCF Board and approved by the board. The TCF Board, at its discretion, may withdraw funding for breach of agreement by the grant recipient. **Funds not expended must be returned to TCF at the time of the final report.** The Foundation generally will not fund a request at 100 percent.

Project Review/Reporting/Accountability

The TCF Grants Committee and the Board of Directors may, at its discretion, conduct periodic field evaluations. One month following project completion, a final written report must be submitted to the TCF Board. The TCF Board may conduct a final field evaluation of project outcomes.

Certification

(Turn in with application)

In submitting this application, the applicant agrees to the following:

1. The applicant will spend funds solely for the purpose stated in the application and will refund the unexpended portion of such funds, if any.
2. The applicant understands that payment of funds granted will be at the convenience of The Tuscola Community Foundation, including cancellation of the grant and/or modification of previously agreed upon payment schedules should such cancellation or modification be deemed necessary by The Foundation.
3. The applicant understands that The Foundation, in researching this grant application, will review any and all of the information submitted, and may request additional information, as part of this request with advisers of The Foundation's choosing, if deemed necessary by The Foundation.
4. Incomplete proposals will not be considered.

President _____ Date _____

Vice-President _____ Date _____

Treasurer _____ Date _____

Completed applications must be postmarked by the 1st of the month of January, April, July, or October and mailed to:

The Tuscola Community Foundation
P. O, Box 252
Tuscola, Illinois. 61953

Tuscola Community Foundation

Grant Application

(Must be typed)

Application Cover Sheet

Date _____

Organization _____

Address _____

Authorized Contact Person _____

Daytime Phone _____ Fax _____

e-mail _____

Project Name _____

Project Beneficiaries _____

Target Age Group _____

Proposed Project Location _____

Request from which fund? General Fund _____ Meister Fund (Seniors) _____

Total Project Budget _____

Amount Requested _____

Estimated Project Completion Date _____

Has your organization previously received a grant from The Tuscola Community Foundation? _____

If yes: year, amount and for what purpose. _____

Application Checklist

The following items should accompany this grant application. Please mark the boxes in the "included" column for each item submitted. For any item(s) not included, provide an explanation on the back of this form.

ITEM REQUIRED	INCLUDED
1. Completed Grant Application Cover Sheet and Checklist	<input type="checkbox"/>
2. Project Description (A brief narrative describing the project and/or program for which funding is being requested, including an assessment of need and primary beneficiaries, plans for implementation, other sources of funds and means of assessing results. Please include a brief statement describing the organization's history, activities, service information, objectives and purposes.)	<input type="checkbox"/>
3. Detailed, project line-item budget including the amount of organization's own funds that will be applied to the proposed project.	<input type="checkbox"/>
4. List of the name and title of all paid individuals working for your organization, if applicable.	<input type="checkbox"/>
5. List of board members including occupations, addresses and phone numbers.	<input type="checkbox"/>
6. Certification Page	<input type="checkbox"/>
7. A brief, one page financial report of the organization, including current balance sheet, revenue sources and expenses for the latest fiscal year and any endowment funds held by the organization.	<input type="checkbox"/>
8. Most recent audited financial statement	<input type="checkbox"/>
9. IRS letter 501 (c) 3 tax exempt status (If applicable)	<input type="checkbox"/>
10. IRS Form 990 (most current).	<input type="checkbox"/>
11. List of grants received in the last two years relating to this request. Please include sources and amounts.	<input type="checkbox"/>

All applications must be submitted with seven (7), three-hole punched copies of the grant application and all supporting documents.

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NARRATIVE

Project Description (A one page typed narrative describing the project and/or program for which funding is being requested, including an assessment of need and primary beneficiaries, plans for implementation, other sources of funds and means of assessing results. Please include a brief statement describing the organization's history, activities, service information, objectives and purposes.)