



350 South Range, Suite 14, Colby, KS 67701  
785.460.9152 (Voice) 785.460.9153 (Fax)  
[tccf@st-tel.net](mailto:tccf@st-tel.net)

### GRANT APPLICATION COVER SHEET

Date of Application: \_\_\_\_\_

Legal name of organization applying: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street or box) (City) (Zip)

Fax Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit?  Yes  No

**If No**, is your organization a public agency/unit of government or a religious institution?  Yes  No

**If No**, name of fiscal agent or fiscal sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_  
\_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Approximate number of people benefited/impacted: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature, Chairperson of Governing Body* Date: \_\_\_\_\_

\_\_\_\_\_  
*Typed or Printed Name and Title*

\_\_\_\_\_  
*Signature, Project Director* Date: \_\_\_\_\_

\_\_\_\_\_  
*Typed or Printed Name and Title*

# Thomas County Community Foundation, Inc.

350 South Range, Suite 14, Colby, KS 67701

785-460-9152

## GRANT APPLICATION FORMAT

### **REQUIRED ELEMENTS:**

\*\*Completed and Signed Grant Application Cover Sheet.

\*\*Your numbered response to the following five items:

1. Describe your organization, its mission and current goals. Tell who is served and how it is funded. **If the organization holds an IRS 501(c)(3) Determination letter, please attach a copy. If not, describe affiliations you have with such groups, government agencies or schools.**
2. Describe the measurable goals and the project or function for which you are requesting funding.
3. Furnish a basic timeline for implementing the plan.
4. What will it cost to implement the plan? Present a detailed budget for the project, identifying other sources of funding, as well as the portion of the plan for which you are requesting assistance. If the project will continue beyond this grant period, how will it be funded?
5. Describe the impact your project will have on the community. Who and how many will benefit?
6. How do you plan to acknowledge the Foundation's support to your organization?

### **Additionally:**

- **PLEASE SEND AN ORIGINAL AND ONE COPY OF YOUR GRANT APPLICATION.**
- You may include brochures or other printed organizational information and take as many pages as required to adequately respond to the requests above. However, please do not send repetitive or unneeded information. Remember to be concise and clear. Please do not send videotapes.
- Our review may require us to copy parts of your proposal for the convenience of the Grants Committee. **Please clip your proposal together or place in a clearly labeled, report folder. Please do not staple or bind the information.**
- If equipment is to be purchased with the grant funds, please include at least three quotes on the equipment needed. Since we are community foundation, please make sure to include at least one quote from a local vendor (within Thomas County).

# **Thomas County Community Foundation, Inc.**

## **Basic Guidelines for Grant Seekers**

While *The Thomas County Community Foundation* is dedicated to flexibility in addressing the needs of Thomas County, our policy is to not grant funds for operating expenses or salaries, programs that promote specific religious beliefs, political activities, travel expenses, grants to individuals, or basic programs that are the obligation of government or school. The Thomas County Community Foundation does not discriminate on the basis of race, religion, sex, or national origin; we expect grant applicants to hold similar standards.

### **Grant Recipient Obligations**

- Public acknowledgement of the Foundation's support.
- Expenditure of the monies within the time frame outlined in the grant proposal and for the purposes stated in the proposal.
- Repayment of any portion of the amount granted which is not used *solely for the purposes stated in the grant application.*
- Completion of an evaluation report by designated date.
- Any special conditions as mutually agreed.