

**Greater Northwest Kansas Community Foundation (GNWKCF)  
Dane G. Hansen Foundation Community Grant Fund Application**

\_\_\_\_\_ **COUNTY**



**QUALIFYING APPLICANTS**

Grants are made to nonprofit organizations exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code; Educational, Governmental and Religious Institutions. Grants are not made to individuals or businesses.

**GRANTMAKING CRITERIA**

- Grants can address:
  - Health & Human Service Needs, including Health Care Services and the Promotion of Healthy Life Practices;
  - Community Beautification and Security;
  - Community Social Services, including the Arts and Cultural Activities;
  - Inter-generational Programs or Projects;
  - Environmental Programs or Projects
  - Other Activities Designed to Improve the Quality of Life and Maintain the Natural Environment for Residents of Northwest Kansas.
- Preference will be given to applications that include community involvement and volunteerism.
- Maximum limits have been lifted; however, we are still focusing on smaller, community-oriented projects or programs, particularly those that include or promote volunteer involvement. If your request is for significant dollars, (more than \$10,000), covers multiple counties within the service area, is a multi- year request, or if it is a project that was previously funded directly by the Hansen Foundation, it is suggested the applicant apply directly to the Dane G. Hansen Foundation.
- Grants shall generally not be used to reduce the burden on tax supported programs
- Grants are not intended to be used for endowment or general operational expenses

**APPLICATION PROCESS**

Applications must be received, complete with all items, through the online grant application link [www.gnwkc.org/grants-scholarships](http://www.gnwkc.org/grants-scholarships) no later than the day of the deadline.

**The deadline is the first day of each month**, in order to be reviewed that month.

**REVIEW PROCESS**

Requests for grants will be made to the Greater Northwest Kansas Community Foundation online and will be reviewed by GNWKCF staff and the local Advisory Committee established within your county.

Applicants are notified by e-mail of an award or decline, normally within thirty days, with some exceptions taking up to sixty days from the application deadline. Applicants will be notified by e-mail if the committee chooses to table the application until the following month, which is usually due to the committee wanting additional information.

### **FINAL PROJECT REPORT**

A final project report will be required from all grant recipients. The due date for your final report is normally set 30 days after your project is complete based on your estimated timeline as noted within your application. A request for extension may be allowed with sufficient reasoning.

### **UNUSED GRANT FUNDS**

Unused grant funds for the stated project must be paid back to the Greater Northwest Kansas Community Foundation, which will then be credited back to that county's grantmaking Fund.

### **COMMONLY ASKED QUESTIONS**

Through the trial process of this grant program, a list of commonly asked questions is available on the Dane G. Hansen Foundation website:

<http://danehansenfoundation.org/community-foundation-grants/>

Please contact us at [grants@gnwkc.org](mailto:grants@gnwkc.org) if you have additional questions that we can help answer.

- Please be sure to have all required documentation readily available prior to starting the online application.
- The online application will not allow you to save and re-start.

**SAMPLE ONLY!!**  
**VISUAL COPY OF ONLINE APPLICATION!!**

## GREATER NORTHWEST KANSAS COMMUNITY FOUNDATION APPLICATION

Please review the guidelines and eligibility criteria thoroughly prior to completing the application online. Have all required documentation available prior to starting. The application is available at [www.gnwkcf.org/grants-scholarships](http://www.gnwkcf.org/grants-scholarships).

### Application Cover Sheet

*Date of Application:*

#### ORGANIZATION INFORMATION

<i>Legal Name of Organization</i>									
<i>Address</i>									
<i>Telephone</i>				<i>E-mail</i>					
<i>Organization Contact</i>				<i>Phone</i>					
<i>Organization Description</i>									
<i>Is your organization recognized by the IRS as a 501(c)(3) charitable nonprofit?</i>						<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
<i>Tax ID#</i>				<i>OR an applicant for 501(c)(3) status</i>		<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
<i>Date filed</i>		<i>If not, is your organization recognized by the IRS as an educational, governmental or religious institute?</i>				<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>

#### PROPOSAL INFORMATION

<i>Project Name</i>										
<i>Project Contact</i>						<i>Phone</i>				
<i>Type of support requesting</i>		<input type="checkbox"/>	<i>Program/Project Support</i>			<input type="checkbox"/>	<i>General Operating</i>		<input type="checkbox"/>	<i>Endowment</i>
<i>Charitable Field</i>		<input type="checkbox"/>	<i>Health &amp; Human Services</i>		<input type="checkbox"/>	<i>Community Beautification</i>		<input type="checkbox"/>	<i>Inter-Generational Programs or Projects</i>	
<input type="checkbox"/> <i>Environmental Programs or Projects</i>		<input type="checkbox"/>	<i>Community Social Services, Arts &amp; Cultural</i>		<input type="checkbox"/>	<i>Other Activities Designed to Improve Quality of Life and Maintain the Natural Environment for Residents of NWKS</i>				
<i>Dollar amount being requested</i>				<i>Total anticipated project budget</i>						
<i>Annual organization budget, if any</i>										
<i>Proposal Summary (2-3 sentences):</i>										

#### REQUIRED SIGNATURES

<i>Signature of President or Board Chair</i>	<i>Date</i>
<i>Name (Print or Type)</i>	

# Narrative

## ORGANIZATIONAL INFORMATION

*Briefly describe the history and/or expertise of the organization: include your mission statement (if applicable) and whom you have traditionally served.*

## PURPOSE OF THE GRANT

*The problem or opportunity in the community to be addressed and how that focus was determined.*

*Specific activities for which you seek monies, including:*

*What do you plan to do?*

*Who will carry out those activities? Are there volunteers assisting with this project?*

*When do you plan to carry out those activities?*

*Other organizations participating in the activity, if any?*

*Briefly describe the project activities or steps you will take to carry out your project. Include a timeline, key staff/or volunteers responsible for the main portions of the plan.*

## EVALUATION

*What results or outcome do you believe you will achieve with the proposed project? How will it address the community issue or community need indicated in your grant purpose?*

*How will you evaluate the progress and success of your project? Please include an explanation of how you plan to measure achievement toward your goals.*

*If your project costs more than you are requesting, how do plan to cover those costs. Please explain steps that have been or will be taken, to secure additional funding or in-kind support. (This section should offer explanation of items listed on the Budget Justification you submit.)*

*Is this a one-time or a continuing project? If continuing, how will you support the project after the Community Grant funding ends?*

## REQUIRED DOCUMENTS

- List of board members and their board positions
- Financial statement for most recent year
- Budget Justification – a narrative explanation of the components of your project budget. All items in the budget should be justified (Example: Equipment = \$2,000
  - 2 Computers @ \$700 each
  - 2 Printers @ \$300 each
  - Travel for Gas to pick up = \$100
  - Total Budget = \$2,100
- Letters of support, if applicable (Maximum of 3)
- Copy of 501(c)(3) determination letter from the Internal Revenue Service

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