

Indiana County Endowment Grant Application

(revised March 2018)



SECTION I : DESCRIPTION OF APPLICANT

1) Name of the Organization:

2) Legal Address of the Organization:

3) Phone Number of the Organization:

4) Name and Title of person submitting the Grant Application:

5) Name, Title and Phone Number of the person who could best answer questions about the funding request or project to be funded:

6) Is your Organization a public charity for which the IRS has issued a tax-exemption certification/letter under **Sec. 501(c)(3)** of the IRS Code? ___ Yes ___ No

7) Is your Organization a tax-exempt organization for which the IRS has issued a tax-exemption certification/letter under **Sec. 115** of the IRS Code? ___ Yes ___ No

8) If "Yes" to Item 6 or 7, please provide your Organization's Federal Tax Number which indicates you are exempt from federal taxes:

9) If "No" to both 6 and 7, is your Organization a *sub-group or affiliate* of a charitable, tax-exempt entity? ___ Yes ___ No If "Yes," please explain difference from, and provide authorization for this grant request from, the tax-exempt parent entity.

10) Is your Organization a school or school district? (These are currently ineligible for ICE grants.)

11) Has your Organization previously requested funding from ICE? If so, when?

(Month/Year): _____ Was the request approved? ___ Yes ___ No

Please note: ICE does not typically fund organizations two years in a row and consideration is only given for grants that are completed within a one year time period.

On additional pages, please provide the following:

- a) Names, addresses and phone numbers of all officers and board members of your organization.
- b) A statement of the purpose of your organization.
- c) A copy of your most recent completed annual report.
- d) A descriptive statement as to your service area.
- e) A copy of the letter from the IRS stating that you (or your parent organization, where applicable) are recognized as federally tax exempt.
- f) A copy of your current annual budget which has been adopted by your board of directors.
- g) A report of your organization's income for the most recent full year showing detailed sources of income.

IMPORTANT NOTE: PLEASE SUBMIT ONLY ONE PDF DOCUMENT which comprises your ENTIRE grant application, including Section I, Section II, and all attachments and documentation.

Your PDF document should be submitted to use via email at:
icendowment@gmail.com

This guideline is to ensure that all portions of an application are received and ready for review. **Organizations submitting multiple, separate documents will generally not be considered for grant awards. If your PDF is too large to email as one document, please contact us for instructions. Additional submission information is found at the end of Section II.** Thank you.

SECTION II : DESCRIPTION OF FUNDING REQUESTED

- 1) Please provide a complete description of the project you wish to have funded. Include an estimate of the time required to complete your project.
- 2) Specifically, how will any grants you may receive from the Indiana County Endowment (ICE) be used? (Note: ICE's Charter prohibits the funding of normal operating expenses. Therefore, the probability of funding approval increases with the specificity of the proposed use of funds and the more distant the request is from your organization's typical funding needs.)
- 3) How much money are you requesting for the above purpose from ICE? What is the total estimated cost of the project? What are the other funding sources you are seeking or anticipating? Are there matching sources, and if so by whom and in what amounts?
- 4) How will your project enrich or advance the social, economic, and/or cultural development of Indiana County?
- 5) How will your organization evaluate the effectiveness of the project for which you have requested funding? Please describe your evaluation process.
- 6) Will you be willing to report back to ICE when your project is completed, giving details of your evaluation and the benefits to Indiana County? If so, please state how this report will be communicated to ICE.

Signature of the person submitting the application on behalf the organization

Printed name and position of such person Date

HOW TO SUBMIT YOUR APPLICATION

If you have any questions about your application, please contact ICE via email at icendowment@gmail.com and we will be happy to assist you.

Please *keep your email body text brief and basic* (do not use it to provide information which is not covered elsewhere in your documentation).

Please remember to submit, as an email attachment, only ONE COMPLETE PDF containing all of your information and documentation. This is to ensure that all components for each applicant are received and ready for review. Submissions should be emailed to: icendowment@gmail.com

The ICE Board of Directors meets quarterly to discuss and vote on grant funding. Therefore, please be aware of these **deadlines for application submission**:

- submit by the 15th of February for March review
- submit by the 15th of May for June review
- submit by the 15th of August for September review
- submit by the 15th of November for December review

(Applications received after these deadlines will be held over and reviewed at the next quarterly meeting.)

Note: In general, grant requests which include *multiple attachments* will not be reviewed for funding. However, if you find that your PDF is too large to email as one document, please contact us for instructions.