GRETNA
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COMMUNITY FOUNDATION

Grant Eligibility and Guidelines

Eligibility Requirements - Organizations seeking GCF funding must meet the following criteria:

1. The organization must provide services to, and the grant proceeds must be used within, the City of Gretna, and/or the Gretna School District to be considered for support.

2. The organization must qualify as a 501(c)(3) nonprofit federally tax-exempt organization under the regulations of the United States Internal Revenue Service.

3. As a general rule, GCF does not support grant requests for:
   - Debt reduction.
   - Direct aid to individuals/families.
   - Projects of religion-based organizations (unless the project is secular and does not give priority or preferential treatment to the religious organization or its members).
   - Political organizations or projects.
   - Dinners, tickets, conferences.
   - Tax supported activities identified by GCF as being the responsibility of federal, state and local governments.
   - Organizations with an "active" grant. An "active" grant is a GCF grant that has been awarded but not expended. This grant will not be considered "closed" until a final report has been received on the project or organization for which the grant was provided.

The GCF reserves the right to fund occasional grant requests for items on the above list at the discretion of the Board.

Guidelines and General Information

Please read and adhere to the following list carefully. The application period for Gretna Community Foundation ("GCF") Community Grant Program will begin on September 1st with a deadline of November 15th. An electronic copy of the application packet can be found at www.gretnacommunityfoundation.org.

1. All applications must be postmarked or emailed by November 15th or they will not be eligible.
2. Only nonprofit organizations with a 501(c)(3) status are eligible to receive GCF grant funding.
3. No hand delivered applications will be accepted.
4. Nonprofit organizations can submit grant requests of up to $5,000 for consideration.
5. Organizations can only submit one application per grant cycle. Organizations must submit a new application for each grant cycle.
6. All applications must be typed or printed from an electronic application. No handwritten applications will be considered.
7. All questions on the application form must be answered. Supporting documents are required.
8. The grant recipient will be required to sign a grant agreement and provide a detailed report to the GCF on how the funds were expended, including applicable receipts.
9. The recipient must agree to arrange appropriate publicity regarding the receipt of grant funding from the GCF.
10. Misuse of funds will result in a recall of the grant and ineligibility for future grant support.

Please submit completed application to:

By Mail	By Email
Gretna Community Foundation Attn: Grant Review Committee P.O. Box 462 Gretna, NE 68028-0462	info@gretnacommunityfoundation.org

Application Packet

Please submit ALL the following information:
1. Completed and signed Grant Application Form Pages 3 to 5.
2. Board of directors list, including contact information.
3. Federal tax exemption letter from the IRS
4. Form 990, balance sheet and income statement for the two most recent fiscal years.
5. Organization's total operating budget for the current fiscal year, including principal sources of income.
6. If applicable, requests for any activities involving school-based programs must include a written confirmation letter that the proposed project or activity has been reviewed and accepted by the selected school district(s).

If the applicant is a current fund established at GCF or other community foundation: the Federal tax exemption letter from the IRS, Form 990, balance sheets and income statements aren't required.

GCF reserves the right to reject an application or request missing items for incomplete packets at the discretion of the Board.

Review Process
Once an application has been received, a multi-stage review begins, which for the grant cycle will occur over the course of several weeks. Some applicants may receive phone calls, emails and/or site visits during this process. Organizations that receive funds will be notified by December 31st and invited to pick up their checks and be recognized at a public event to be scheduled in January.

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COMMUNITY FOUNDATION

Grant Application Form

Date:_____

Legal Name of Organization	
Mailing Address	
Contact Person Position/Title Contact Phone Contact Email	
Authorized Signature (CEO, Executive Director, etc.) Title Email	
Federal Tax ID#	

1) Briefly describe the applicant organization, its programs and population served.

   a) What is your non-profit's mission statement?

   b) What makes your organization unique compared to similar nonprofits? (maximum of 250 words)

   c) Briefly describe some of your most successful past projects. (maximum of 250 words)

   d) What challenges does your organization face? (maximum of 250 words)

2)

Total cost of the proposed project/program:	$
Amount requested from Gretna Community Foundation:	$

3)

Funding period:	From: (month/day/year):	To: (month/day/year):

4) Budget for the total project or program for which you are applying for Gretna Community Foundation grant funds. Attach documentation if available. In-kind donations and other grant funding (including federal and state) should be listed.

Sources of funds (list)	Amount of each
Total Revenues	$

Expenses (list)	Amount of each
Total Expenses	$

If the grant request is for a multi-year project, please show the budget for each year.

Please provide additional information that may be helpful in understanding the above budgetary figures.

5) Grant Request Details:

A. PROBLEM/PURPOSE: Describe the project/program, including what it will accomplish, what benefits it will provide and what community need it will meet.

B. IMPLEMENTATION: How will this project be accomplished? By whom, where, when, etc.? Provide numbers and timetable.

C. POPULATION SERVED: How many people will be served or affected by this project and for how long? What percentage of the people served or affected live within the City of Gretna or the Gretna School District?

D. COORDINATION: Who else is addressing this need? Are there any coordination efforts between you and them? How does this project's approach differ from other already established efforts?

E. CONTINUATION: Will this project require continued funding? If so, identify the source of this future funding.

F. SUCCESS: Based on the data in your planning framework, briefly describe how you plan to evaluate the actual results against planned outcomes and outputs. How will you measure the success or sustainability of the grant fund's impact?

G. RECOGNITION: In return for this grant award, how will your organization recognize the Gretna Community Foundation and promote this grant project/program?