

**Emporia Community Foundation  
Grant Request Guidelines**

**Our Mission:**

To improve the quality of life in the Emporia area. This area consists of Lyon County and those six counties that are contiguous to Lyon county: Chase, Morris, Coffey, Greenwood, Osage and Wabaunsee counties.

**Our Goal in Grant Making:**

The Emporia Community Foundation makes grants for **innovative** and creative **projects** and programs that are responsive to changing community needs in the areas of health, social service, education, recreation, and cultural affairs.

Preference is given to those grants which are not directly tax supported or agencies which have taxing authority. Generally, grants rarely exceed \$5,000.00 and operational expenses are not funded.

**PROCEDURE:** Please **ONLY** provide the following:

- A. Eight copies of this completed application together with a detailed budget.
- B. A list of officers and board members of your organization, and web site, if applicable.
- C. A copy of your IRS determination letter for Section 501(c)3 or Section 509(a) if applicable.
- D. A copy of your financial statement from your most recent year end.

**At the present time, ECF has two grant cutoff dates, on the 15<sup>th</sup> of March and the 15<sup>th</sup> of September. Grants should only be submitted no more than one month before these cut off dates. Awardees for these grants will be notified approximately 45 days from these cutoff dates.**

Please respond to the following questions: (narrative summaries to these questions are acceptable & brevity is encouraged)

1. What are the community needs that are met by this project?
2. How does this project carry out the mission of your organization?
3. What will be the outcomes or results of this project for people? (List only the results rather than the processes you use to accomplish these results)
4. What strategies will you use to accomplish the stated results of this project? Describe the activities, who will accomplish them, and when they will be accomplished.
5. What resources will be used to accomplish the results of this project? Identify any other funding resources and their sources, and any partnerships you may have with other organizations.
6. How will the results of this project described in question (3) be evaluated? What will be submitted as evidence that the project results were accomplished?
7. **If this is a continuing project, then how will it be funded and operated in the future?**

