



## MORGAN WILKIE FUND

### 2024 Grant Application

***The focus of the Morgan Wilkie Fund is to provide for the proper care and comfort of old people, women and children of Emporia and Lyon County Kansas. Grants are awarded to non-profit organizations and cannot be given to individuals.***

#### I. Cover Sheet

Please use this cover sheet as the first page of your proposal. ***(This serves as your Cover Sheet.)***

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Program Address, if different than above: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Email (required): \_\_\_\_\_

Requested \$ \_\_\_\_\_ Request is \_\_\_\_\_% of project budget and \_\_\_\_\_% of agency budget.

Location (s) served: \_\_\_\_\_

**Funding Need (Choose One):** ☐ New Program ☐ Existing Program

#### **Checklist: (please provide in the order listed)**

- ☐ Description (Page 1)
- ☐ Mission (Page 1)
- ☐ Narrative Responses (Page 2)
- ☐ Project Budget (Page 3)
- ☐ Organization Budget (Insert after the Project Budget or Attach)
- ☐ List of Officers and Board Members (Insert after the Organization Budget or Attach)
- ☐ Most recent Annual Report and Financial Statement, Investments and Endowed Funds (Insert after the List of Officer and Board Members or Attach)

Please use the space provided on this cover page rather than an attachment to respond to the following:

Brief description of the project (250 character limit):

Mission of organization:



Please answer the following questions in the order presented. Please be concise in your responses.

1. What is the situation, problem, or opportunity this grant will address? *(1,200 character limit)*
2. How does this project align with the purpose of the Morgan Wilkie Fund *(to provide for the proper care and comfort of old people, women and children of Emporia and Lyon County Kansas.)*? *(750 character limit)*
3. How will this grant support the mission of the requesting organization? *(1,000 character limit)*
4. How many people will be served by this grant? *(500 character limit)*



5. What resources are available to dedicate to the project, including staff, volunteers, existing funds, and community partners? *(1,000 character limit)*
6. How is this approach to the issue unique or what gives it a high likelihood of success? *(1,200 character limit)*
7. How will success be measured and how will you continue to fund this project once grant funds are expended? *(1,500 character limit)*



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8. What is the organization's timeline for achieving the objectives of the grant? *(500 character limit)*
9. What other funding sources have been approached and what have the responses been? *(500 character limit)*

### **III. Project Budget**

Please place a one-page budget for the proposed project immediately after the narrative. Under the heading **Revenues**, list all committed and potential sources of funds for the project. Under the headings **Expenses**, list all categories of expense, and estimated amounts. *Example Project: Food for low-income families (amounts for illustration purposes only)*

#### *Revenues*

|                           |                                   |
|---------------------------|-----------------------------------|
| <i>Private donations</i>  | <i>\$2,000 (committed)</i>        |
| <i>Pancake fundraiser</i> | <i>\$ 500 (projected)</i>         |
| <i>Morgan Wilkie Fund</i> | <i><u>\$3,000 (requested)</u></i> |
| <i>Total</i>              | <i>\$5,500</i>                    |

#### *Expenses*

|                         |                       |
|-------------------------|-----------------------|
| <i>Purchase of food</i> | <i>\$2,000</i>        |
| <i>Promotion</i>        | <i>\$1,500</i>        |
| <i>Location Rental</i>  | <i><u>\$2,000</u></i> |
| <i>Total</i>            | <i>\$5,500</i>        |



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#### **IV. Additional Required Attachments** (please provide in the order listed on Page 1)

1. Organization's current operating budget
2. List of officers and board members
3. Most recent annual report, financial statement and investments

#### **II. Submission Instructions**

Please submit your organization's full proposal, including: Cover sheet; Narrative; Organizational Operating Budget; Board/Officer List; and most recent Annual Report, Financial Statement, Investments and Endowed Funds; to the following email: [linda.kehres-schmidt@emporiacf.org](mailto:linda.kehres-schmidt@emporiacf.org)

Email your proposal by 5:00 p.m. on  
**July 1, 2024, or October 1, 2024**  
to: [linda.kehres-schmidt@emporiacf.org](mailto:linda.kehres-schmidt@emporiacf.org)

OR mail/deliver to:  
Emporia Community Foundation  
527 Commercial Street, Suite B, Emporia, KS 66801

Questions? Contact Linda Kehres-Schmidt @ 620-342-9304 or  
[linda.kehres-schmidt@emporiacf.org](mailto:linda.kehres-schmidt@emporiacf.org)