

**Chase County Community Fund  
Grant Request Guidelines**

**Our Mission:**

The Chase County Community Fund exists to improve and perpetuate the quality of life for all of the residents of Chase County.

**Our Goal in Grant Making:**

The Chase County Community Fund 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 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 such as sports teams, uniforms, and equipment.

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

- A. Seven copies of this completed application together with a detailed budget.
- B. A list of officers and board members of your organization and its 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.

**CCCF grant applications are due on or before March 15 and September 15. Grants should only be submitted no more than one month before these cutoff 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? (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? If your grant is awarded, 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?**

**CHASE COUNTY COMMUNITY FUND  
GRANTS APPLICATION**

**(Return complete form with any attachments as described in the Grant Request Guidelines)**

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Requesting Organization(s): \_\_\_\_\_

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

Telephone: (     ) \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Contact Person & title: \_\_\_\_\_

Other staff working on this project: \_\_\_\_\_

Narrative Summary of Project (100 words or less):

Please attach a detailed budget for this project along with your responses to questions 1 –7 of the Grant Request Guidelines.

Please submit grants to one of the current board members or to the Emporia Community Foundation, 527 Commercial St., Ste. B, Emporia, KS 66801.

Thank you.