



EMPORIA COMMUNITY FOUNDATION
2024 Grant Application

I. Cover Sheet

Please use this cover sheet as the first page of your proposal.

Organization Name: _____

Tax ID/FEIN: _____

Mailing Address: _____

Program Address, if different than above: _____

Contact Name: _____ Phone: (____) _____

Contact Title: _____

Email (required): _____

Requested \$ _____ Request is _____% of project budget and _____% of organization budget.

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

Counties Impacted:

☐ Lyon ☐ Chase ☐ Greenwood ☐ Coffey ☐ Osage ☐ Wabaunsee ☐ Morris

Attachment Checklist: (please provide in the order listed)

- ☐ Project Budget
- ☐ Organization Budget
- ☐ List of Officers and Board Members
- ☐ Most recent Annual Report and Financial Statement, Investments and Endowed Funds
- ☐ If providing a program or service for another entity (example: public school), please provide a letter of support.

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

Brief description of the project (50 words max):

Mission of organization:

II. Narrative Responses

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?

2. How will this grant support the mission of the organization?

3. How many people will be served by this grant?

7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Do you have a fund with the ECF or another foundation? ☐ YES (If yes, please list.) ☐ NO

III. Project Budget

Please attach a one-page budget for the proposed project.

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: Preschool Classroom Upgrade (amounts for illustration purposes only)

Revenues

<i>Private donations</i>	<i>\$2,000 (committed)</i>
<i>Magazine fundraiser</i>	<i>\$ 500 (projected)</i>
<i>Emporia Community Foundation</i>	<i><u>\$3,000 (requested)</u></i>
<i>Total</i>	<i>\$5,500</i>

Expenses

<i>Carpet and installations</i>	<i>\$2,000</i>
<i>Tables and chairs</i>	<i>\$1,500</i>
<i>Cabinets</i>	<i><u>\$2,000</u></i>
<i>Total</i>	<i>\$5,500</i>

IV. Additional Required Attachments

1. Organization Budget
2. List of Officers and Board Members
3. Most recent Annual Report and Financial Statement, Investments and Endowed Funds
4. If providing a program or service for another entity (example: public school), please provide a letter of support.

Email your proposal by 5:00 p.m. on September 30th to:

Emporia Community Foundation
527 Commercial Street, Suite B, Emporia, KS 66801

Questions? Contact 620-342-9304 or emporiacf@emporiacf.org