



**WATERFRONT PLAZA
325 W. MAIN STREET, SUITE 1110
LOUISVILLE, KY 40202-4251
www.FelixMartinFoundation.org**

2010 COMMUNITY GRANT APPLICATION INSTRUCTIONS

Due Monday, March 1, 2010.

1. Who may apply?

Grants are made to not-for-profit organizations for the benefit of the residents of Muhlenberg County, Kentucky. It is our preference that the organization receiving the grant also be located in Muhlenberg County.

Applicants must be either: 1) recognized by the Internal Revenue Service as a 501(c)(3) charitable organization; 2) a church; 3) a school; or 4) a unit of government serving Muhlenberg County, Kentucky.

Please note, the Foundation does not support:

- Grants to individuals;
- Grants to faith-based institutions for religious purposes or expansion of church facilities;
- Dinners, benefits or other fund raising events;
- Requests that seek to substitute or supplant funding that is the legitimate responsibility of government;
- Requests from units of government that have their own capacity to raise funds, or requests that are intended to reduce the funding responsibilities of taxing authorities.

2. What are the main eligibility requirements to apply for a grant?

The Foundation will consider proposals that support civic, educational or cultural projects in Muhlenberg County, Kentucky.

3. How much funding is available for the grant applications due on Monday, March 1, 2010?

The Board plans to make awards that total \$500,000 during this grant period.

4. How much funding can we apply for?

Grants of any amount up to \$50,000 will be considered. There is no minimum grant amount. However, the maximum grant awarded will be \$50,000. Any applications requesting more than \$50,000 will not be considered for a Community Grant award.

Please note, grant applicants requesting \$5,000 or more will be contacted by the Foundation for more detailed information than required in the initial application.

**5. What if the project needs more than \$50,000 from the Foundation?
Or what if I just want to share an idea with the Foundation's Board and/or Task Force?**

The maximum grant awarded will be \$50,000. Any applications requesting more than \$50,000 will not be considered for a Community Grant award.

However, if your request exceeds \$50,000 or if you would like to suggest ideas or projects for the Board or Task Force to consider, please visit the Task Force page of our website to download the Task Force Community Inquiry Form. Alternatively, you can call Lindsey Ransdell at (270) 977-9194 and an inquiry form will be sent to you by U. S. Mail.

Once you have answered the questions and completed the form, you may mail your form and responses to the Foundation at the above address or e-mail it to info@felixmartinfoundation.org.



6. What are my chances of receiving a grant?

The Board anticipates strong competition for the grants, so there will be some applicants who will not receive grant awards. Please note, the Board's goal is to help as many organizations as possible, so the Board expects the bulk of the Foundation's awards will be \$15,000 or less.

7. If I have questions about the application, what do I do?

You may contact Lindsey Ransdell, Program Officer for the Felix E. Martin, Jr. Foundation at (270) 977-9194, submit a comment on the contact page of our website or send your questions via e-mail to info@felixmartinfoundation.org.

8. How can I get additional copies of the application?

Additional copies are available to download from the "Applying for a Grant" page on our website. Alternatively, you can call Lindsey Ransdell at (270) 977-9194 and an application will be sent to you by U. S. Mail.

9. How do I submit my application?

Applications may be submitted by e-mail, by U. S. Mail, or by overnight delivery. Faxed applications will not be accepted.

All applications must be received by the Foundation, or postmarked by the U. S. Postal Service, by **Monday, March 1, 2010**. An e-mail will be sent to confirm receipt of your application.

By e-mail:

Beginning Tuesday, December 1, 2009, applications can be downloaded in a writable PDF format from the "Applying for a Grant" page on our website, then completed electronically. All attachments can either be scanned and sent by e-mail with the application, or mailed to the Foundation separately. *If attachments are mailed separately, please include a copy of your application with the attachments.*

By U. S. Mail or overnight delivery:

Applications, with all attachments, should be sent to: Felix E. Martin, Jr. Foundation
325 W. Main St., Suite 1110
Louisville, KY 40202-4251

10. When are grant applications due?

Grant applications must be received or postmarked by no later than Monday, March 1, 2010. Incomplete or late applications will not be accepted.

11. If I receive a grant, what happens next?

If your organization is selected to receive a grant from the Foundation, you will be asked to sign a formal grant agreement. This document will detail how the grant will be paid, on what time schedule you will execute your project, and when project updates will be submitted to the Foundation. Once your project is complete, a final project report to the Foundation will include financial documentation of how the grant money was spent, what the results and outcomes were, etc. A site visit may also be conducted.

12. What is the grants schedule?

| | |
|--------------------------|--|
| Tuesday December 1, 2009 | Grant Application available |
| Monday March 1, 2010 | Grants Applications due |
| March-May 2010 | Board reviews grant applications and conducts site visits (if necessary) |
| June 2010 | Grants Recipients announced |



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Due Monday, March 1, 2010.

Organization Name: _____

Address: _____

Contact Person and Title: _____

Telephone: _____ E-Mail: _____

Project Title: _____

1. Project Description: Please attach a summary describing the project and who will benefit from it. Please include how this project will be executed (including a timeline), where it will be conducted, staff or volunteer involvement and experience, and partnerships (if any) with other organizations. The summary must be typed in 10-point font or larger.

2. Total Project Budget: \$ _____
Please include a copy of the project budget

3. Amount Requested from the Foundation: \$ _____
Please note, any applications above \$50,000 will not be considered for a Community Grant award.
Question 5 on the Instructions Page addresses larger projects.

4. Funds Already Secured for Project:
Please list amount and source of funds already committed to this project. Do not list potential sources.

Table with 2 columns: SOURCE and FUNDS SECURED. Includes rows for listing sources and a Total row.

5. Additional Documentation: If you are recognized by the Internal Revenue Service as a 501(c)(3) charitable organization, please include a copy of your Tax Exempt Letter. Additionally, you may submit any additional documents you feel would support your application, including annual reports, newsletters, photographs, etc.

6.
Signature of Applicant & Title

Date

The Felix E. Martin, Jr. Foundation must receive your application by Monday, March 1, 2010.
Incomplete or late applications will not be accepted.