



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

COMMUNITY GRANT APPLICATION
INSTRUCTIONS

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;
- 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 eligibility requirements to apply for a grant?

Grant proposals should support civic, educational or cultural projects in Muhlenberg County, with preference to those that relate to an aspect of the four key areas of need, Economic Development, Youth Services, Substance Abuse Services, and Health/Human Services. Furthermore, all proposals must directly serve and benefit Muhlenberg County.

3. How can we apply?

If, after reviewing the guidelines above, you feel your project meets the criteria for consideration, please complete the attached Community Grant Application and submit it for Foundation staff to review.

If needed, you may be asked to provide more detailed information after staff completes an initial review of your Application. Finally, if a personal interview or an on-site visit is needed, the Foundation will initiate the appointment. Either way, you will be notified about the next step, if any, in the application process.

4. How much funding is available for the grant applications?

From July 1, 2011 through June 30, 2012, the Board hopes to commit \$250,000 to organizations in Muhlenberg County through its Community Grants Program. This funding will be used for both new one-time projects and renewed funding of ongoing projects.



5. How much funding can we apply for?

Grants of any amount will be considered. There is no minimum or maximum grant amount.

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

6. When are grant applications due?

The Foundation accepts these requests throughout the year and tries to make funding decisions on a quarterly basis.

7. How do I submit my application?

Applications may be submitted by e-mail, by U. S. Mail, or any other delivery service.

By e-mail:

Applications can be downloaded in a PDF format from the "Applying for A Grant" page on our website, www.FelixMartinFoundation.org. 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

8. What are my chances of receiving a grant?

The Board anticipates strong competition for the grants, so there will be many applicants who will not receive grant awards. Organizations should recognize that although a project may appear to meet all of the criteria for approval, the Board of Directors must select among numerous applications that meet the program focus and specific initiatives of the Foundation.

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 to be \$15,000 or less.

9. 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.

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

You may:

- Send your questions via e-mail to info@felixmartinfoundation.org; or
- Contact Lindsey Ransdell, Program Officer for the Felix E. Martin, Jr. Foundation at (270) 977-9194 9a local call from Muhlenberg County).



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COMMUNITY GRANT APPLICATION

Organization Name: _____

Address: _____

Contact Person and Title: _____

Telephone: _____ E-Mail: _____

Project Title: _____

- 1. Project Summary:** Please attach a summary describing your project in 150 words or less.
- 2. Project Execution:** Please attach a detailed description of the project; there is no word or page limit for this document. Please include who will benefit from this project, how it will be executed (including a timeline), where it will be conducted, staff or volunteer involvement and experience, and partnerships (if any) with other organizations.
- 3. Total Project Budget:** \$ _____
Please include a copy of the project budget
- 4. Amount Requested from the Foundation:** \$ _____
- 5. Funds Already Secured for Project:**
Please list amount and source of funds already committed to this project. Do not list potential sources.

SOURCE:

FUNDS SECURED:

\$ _____

\$ _____

\$ _____ **TOTAL**

- 6. 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, including your EIN number.

Additionally, you may submit any additional documents you feel would support your application, including annual reports, newsletters, photographs, etc.

7.

Signature of Applicant & Title

Date