



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

GRANT APPLICATION

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:

- recognized by the Internal Revenue Service as a 501(c)(3) charitable organization
- a church;
- a school, OR
- 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 or operations;
- 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 can we apply for?

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

Grant applicants requesting \$5,000 or more are likely to be contacted by the Foundation for more detailed information than required in the initial application.

5. When are grant applications due?

The Foundation accepts grant requests throughout the year and makes funding decisions on a quarterly basis. Quarterly deadlines for consideration in 2017 - 2018 are:

August 28, 2017	for grants awarded in late September
November 6, 2017	for grants awarded in early December
February 26, 2018	for grants awarded in late March
May 21, 2018	for grants awarded in late June

All grant awards for this fiscal year will be determined by June 30, 2018.

6. How do I submit my application?

Applications can be downloaded in a PDF format from the “Applying for A Grant” page on our website, www.FelixMartinFoundation.org. Applications may be submitted:

By e-mail:

Completed applications with all attachments can be emailed to the Foundation offices at meredithz@cflouisville.org. *If attachments are mailed separately, please include a copy of your application with the attachments.*

By U. S. Mail or overnight delivery:

Felix E. Martin Jr. Foundation
325 W. Main St., Suite 1110
Louisville, KY 40202-4251

7. 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.

8. 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.

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

Contact Meredith Zahirovic, Director of Grants at the Felix E. Martin Jr. Foundation

- By phone at (502) 855-6944 or (270) 977-9194
- By email at meredithz@cflouisville.org

FELIX E. MARTIN JR.
FOUNDATION

GRANT APPLICATION: 2017-2018

Organization Name: _____

Address: _____

Contact Person and Title: _____

Telephone: _____ **E-Mail:** _____

Project Title: _____

Amount Requested from the Foundation: \$ _____

Your application MUST include the following attachments:

- 1. Project Summary:** a summary describing your project in 150 words or less.
- 2. Project Execution:** 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:** Include a detailed copy of the project budget.
- 4. Funds Already Secured for Project:** List amount and source of funds already committed to this project. Do not list potential sources.
- 5. Verification of Tax Exempt Status:** 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.
- 6. Additional Documentation:** You may submit any additional documents you feel would support your application, including annual reports, newsletters, photographs, etc.

Verification:

Signature of Applicant & Title

Date

If application submitted via e-mail, please send to meredithz@cflouisville.org

If application mailed, please submit to:

Felix E. Martin Jr. Foundation

325 W. Main St., Suite 1110

Louisville, KY 40202-4251