

SEELEY LAKE COMMUNITY FOUNDATION Small Grants Program

The Seeley Lake Community Foundation was created to help not-for-profit groups in Seeley Lake fund projects to benefit the community.

The small grants program will fund projects that foster cooperation and partnerships and build organizational capacity to better meet the charitable needs of Seeley Lake.

Grants will be awarded in amounts of \$100 to \$2,500, based on the availability of funds for the year. The grants will be funded from earnings from the Seeley Lake Community Foundation endowment and pass-through gifts from individuals and businesses to the Foundation.

Applications in the following areas of interest will be considered:

- **Education** encompasses the idea of lifelong learning
- **Arts & Culture** embraces understanding and expressing ourselves
- **Economic Development** helps strengthen our economy and build financial stability for our community
- **Natural Resources & Conservation** ensures positive stewardship of our timber, water and other natural resources
- **Basic Human Needs** supports fundamental services for our community

Grants will be made to non-profit, tax-exempt organizations with 501(c)(3) status, governmental units, or groups sponsored by either, non-profit schools and hospitals.

Grant applications are accepted once a year. To be considered, applications must be made on the attached form, according to the specific guidelines (also attached) and postmarked on or before the deadline for the granting cycle.

Grants will be awarded August 4th at the Seeley Lake Community Foundation Annual Dinner/Auction.

Grant applications are due by June 30, 2008.

Eligibility Requirements

Applicant Organizations:

- Must be tax-exempt under section 501(c)(3) of the Internal Revenue Code or an exempt governmental unit.
- Must be located in and/or provide services that directly benefit the community of Seeley Lake, Montana.

General Guidelines

The Seeley Lake Community Foundation (SLCF) will consider requests for special projects, ongoing programs, and one-time capital projects.

In general, the SLCF will **not** consider the following types of requests:

- For the benefit of specific individuals
- For grants to endowment funds
- For loans, debt retirement, or to replace operational deficits
- For contributions to organizations whose policy or practice discriminates against race, ethnic origin, sex, religion, or sexual orientation when employing staff or providing services.
- For contributions to sectarian or religious organizations whose principal activity is for the benefit of their own members or adherents

Review Criteria

Applications will be reviewed by a selection sub-committee of the SLCF Board of Directors. If an application is favorably reviewed, it will receive final approval by the Board of Directors and may be partially or totally funded. Funding is ultimately contingent upon availability of funds within the foundation's annual budget. Among grant requests that are otherwise acceptable to the foundation, the board will establish priorities based upon objective and subjective criteria. These criteria will include:

- *Project Viability*
 - What is the quality of the project design and content?
 - What is the expertise/track record of the key individuals and organizations involved?
 - What is the impact of full or partial funding from the SLCF?
 - Is there credible evidence of the organization's ability to sustain the project beyond the duration of the grant?
- *Organizational Capacity*
 - How clear is the organization's statement of purpose?
 - Do the qualifications of the key individuals and board indicate the organization's ability to successfully carry out the proposed project?
 - Can the organization demonstrate it has the managerial, programmatic, and financial capacity to implement the project?
- *Community Engagement*
 - How many people will be served by the project?
 - Is there community demand for the project?
 - How are community members involved in the project?
 - Do other local/regional organizations support or collaborate in the project?

Application Guidelines

1. All applications must use 12 point or larger fonts and number all pages.
2. Begin with the "Grant Application Cover Sheet", on page 4 and fill in all requested information.
3. Attach a concise, two (2) page narrative that includes:
 - A description of the proposed program or project, including a statement of the goals and objectives.
 - A description of the strategies you will use to accomplish the project/program goals, as well as the community needs that will be addressed and the specific results to be accomplished by the proposed program or project.
 - A description of how you will measure the success of your project or program.
 - Identify the key individuals or organizations involved in your project and their primary responsibilities.
4. Additional required attachments:
 - A one (1) page, or less, budget for the proposed project, showing expenses and sources of income (form included on page 5).
 - A copy of your most recent IRS tax-exempt certification or explanation of charitable purpose or exemption.
 - A paragraph outlining your organizations mission statement, if it is not included in the narrative, and a list of board of directors with names, addresses and phone numbers.
5. Mail the original application and 3 copies of the entire grant application to the Seeley Lake Community Foundation on or before the posted deadline.
 - "Entire grant application" refers to the one page grant application, 2 page narrative, and required attachments.
 - Don' t forget to keep a copy for your records

** Do not send cover letters, promotional material, bound applications, or other supporting documents not specifically requested.

**SEELEY LAKE COMMUNITY FOUNDATION
GRANT APPLICATION COVER SHEET**

ORGANIZATION INFORMATION

Name of organization

Address

City State Zip Code Website

PRIMARY CONTACT/AUTHORIZING INDIVIDUAL

Name Job Title

Phone Fax E-mail

PLEASE CHECK ONE OF THE FOLLOWING:

- 501(c)3 organization
- Exempt governmental unit (please specify)
- Other (please specify)

AMOUNT REQUESTED \$..... TOTAL PROJECT COST \$.....

Will these dollars be used to leverage/match additional funding? If yes, indicate how many additional dollars may be available and identify the (potential) source of the funds.

How will the grant dollars be used to serve the community of Seeley Lake, Montana?

Project Period: from to

Authorizing Title Date
Signature (Applying organization)

Authorizing Title Date
Signature (Sponsor organization, if applicable)

Please remember to (check off to indicate compliance):

- Include the "Grant Application Cover Sheet"....
- Include a two (2) page narrative, as specified in the application guidelines....
- A one (1) page, or less, budget for the proposed project....
- A copy of your most recent IRS tax-exempt certification....
- A list of directors with names, addresses and phone numbers

Send this application to: **Seeley Lake Community Foundation
P.O. Box 25
Seeley Lake, MT 59868**

Applications should be postmarked on or before June 30th 2008.

**SEELEY LAKE COMMUNITY FOUNDATION
Budget Information**

Project Name: _____

Project Period: _____ to _____

| Budget Items | Proposed Budget | Approved Budget (do not fill in) |
|--|-----------------|-------------------------------------|
| Salaries/Benefits: 1. 2. 3. <div style="text-align: right;">Subtotal</div> | | |
| Operating Expense: 1. 2. 3. <div style="text-align: right;">Subtotal</div> | | |
| Equipment: 1. 2. 3. <div style="text-align: right;">Subtotal</div> | | |
| Other: 1. 2. 3. <div style="text-align: right;">Subtotal</div> | | |
| TOTAL | | |