



## A WORD OF EXPLANATION

The Whitewater Community Foundation has emphasized providing scholarships for high school graduates and will continue this worthy community endeavor. Significant funding has been contributed for scholarships by benevolent local residents and companies and through wills.

The Foundation has an unrestricted General Fund from which to support Community Action projects. This is a new endeavor, and the General Fund is relatively small. There may be limits placed on the amount that is allocated to community projects. Thus, support for worthy project requests may not be approved even though the Board of Directors would like to offer a grant.

It is the Foundation's expectation that significant financial undergirding will be generated in the future for the Foundation's General Fund so that more grants may be allocated to worthy community endeavors.

## Community Action Grant Request Guidelines

The Foundation accepts applications twice a year. Grant request periods occur during October and April. Deadlines for grant proposals will be April 30 and October 31. After the application is submitted, the Board will review the application promptly and announce awards by May 31 and November 30.

## Purposes for which funds may be requested

Applicants need to conform with the Foundation's mission, including but not limited to education, arts, economic development, and improving the Whitewater Community [equals the Whitewater School District.]

- Projects should be for educational, cultural, charitable or benevolent purposes that will benefit and improve the Whitewater community.

- Projects covered might include non-profit "economic development."
- Projects should be creative, innovative and address community needs.
- Projects are expected to be accomplished within a specific period of time, generally not more than one year.

Attachments:

- Most recent financial statement (*audited if available*).
- A current organization operating budget with revenue and expenses
  - If the request is for program support or capital need **ALSO** submit a detailed budget tied to the request.
- Current/Final 501 (c) (3) IRS determination letter.
- If the organization has a fiscal agent attach a copy of the letter of agreement between the organization and the fiscal agent and the fiscal agent's Current/Final 501 (c) (3) IRS determination letter.
- List of Board Members including their employment and/or community affiliations.
- Letters of agreement **IF** collaborating with another organization.

The Foundation typically DOES NOT award grants:

- To support operating or on-going expenses of organizations
- To pay wages or salaries
- In response to annual drives, to eliminate previously incurred deficits or expenses or for debt retirement
- To endowment funds
- To individual, other than through awards or pre-established scholarship funds
- For lobbying, partisan political purposes or campaigns

Note: The grant request application must be approved and signed by a supervisor, when applicable. For example, a request involving the School District or its students must be approved by a building principal or the District Administrator. Requests from city departments must be approved and signed by the City Manager.

Applications may be mailed or delivered to: The Whitewater Community Foundation, P.O. Box 428, Whitewater, WI 53190