

PRIORITIES

The Foundation has a strong commitment toward programs benefiting health, art, culture, community, education, economic development, and human services. Grants are awarded based upon the needs of our service area.



The mission of Midlands Community Foundation is to benefit the diverse needs of the Sarpy and Cass county communities by providing financial support, involvement and service.



BOARD OF DIRECTORS & STAFF

For a current list of the MCF Board of Directors, visit the Midlands Community Foundation website.



Midlands Community
FOUNDATION

217 North Jefferson Street
Papillion, NE 68046
402-991-8027

info@midlandscommunity.org

MidlandsCommunity.org



Investing in the Power of Community



GRANT PROGRAM
Eligibility Guidelines

This brochure provides grant writers a general description of MCF's grant program and answers frequently asked questions concerning the grant process. It also explains policies, priorities, deadlines and other facts to assist applicants with grant requests.

Applicants are encouraged to read the following information before preparing a grant application.

Deadlines for Application February 1 | August 1



ELIGIBILITY GUIDELINES

Organizations seeking MCF funding must meet the following criteria:

- ♦ The organization must provide services in the Foundation's geographic area, specifically Sarpy and Cass counties, to be considered for support.
- ♦ The organization must qualify as a non-profit federally tax exempt organization under the regulations of the United States Internal Revenue Service.
- ♦ As a general rule, the Foundation does not support grant requests for:
 - General operating expenses, debt reduction or general or administrative overhead expenses.
 - Direct aid to individuals/families.
 - Projects of religion-based organizations (unless the project is secular and does not give priority or preferential treatment to the religious organization or its members).
 - Political organizations or projects.
 - Dinners, tickets, conferences.
 - Tax supported activities identified by the Foundation as being the responsibility of federal, state and local governments.
 - Organizations with an "active" grant may not apply. An "active" grant is a grant that has been awarded but not expended. This grant will not be considered "closed" until a final report has been received on the project or organization for which the grant was provided.

* Misuse of funds will result in a recall of the grant and ineligibility for future grant support.

* An organization is limited to one grant application per grant period.

APPLICATION PROCESS

1 Complete a Midlands Community Foundation Grant Application Form online at www.MidlandsCommunity.org

- ♦ A grant application form must be completed if the requested amount is greater than \$1,000. Requests of less than \$1,000 are considered discretionary gifts. Visit MidlandsCommunity.org for information on discretionary gifts.
- ♦ All applications must be completed and submitted online (Microsoft Word or Acrobat PDF). No handwritten grant applications will be considered.
- ♦ All questions on the application form should be answered. Supporting documents are required and should be submitted online with grant application.

2 Include Supporting Documents

- ♦ Federal tax exemption letter.
- ♦ Financial statements (audited) for the most recent fiscal year.
- ♦ Operating budget for the current year, including principal source(s) of income.
- ♦ Copy of organization's by-laws.
- ♦ If applicable, school-based grant requests must submit a written confirmation letter that the proposed program has been reviewed and accepted by the selected school district(s).

3 Submit Application

Submit grant application and supporting documents online no later than 5:00 p.m. on due date.

4 Application Review

- ♦ Grant applications are reviewed and scored by the MCF Grant Committee and recommendations are presented to the full MCF Board of Directors for approval.
- ♦ Application review is approximately 60 days.

5 Grant Awards

Grants are awarded two times annually:

- ♦ April for February deadline ♦ October for August deadline
- ♦ Grant recipients are required to sign a grant agreement and provide a detailed disbursement report as to how the funds were expended.
- ♦ Grant recipients are encouraged to arrange appropriate publicity regarding the receipt of the grant.

