

# **The Shelby County Community Foundation**

A growing collection of charitable funds for the benefit of Shelby County, KY

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P.O. Box 672 Shelbyville, KY 40065 Ph 502-647-3533 ext 251 or 212

## **2011 Shelby County Community Partnership Grant Guidelines**

### **Mission Statement**

The purpose of the Shelby County Community Foundation is to enrich the quality of life of all citizens of Shelby County by serving the charitable interests of donors who have established charitable funds as part of a permanent, collective, philanthropic resource for the current and future needs of the Shelby County community.

### **Fund Information**

The Shelby County Community Foundation is seeking grant proposals for the following funds established by bequest for the benefit of Shelby County:

1. **Moses Ruben Fund for Shelby County** (established in 1990)
2. **H. Augustus and Austine T. Barnett Fund** (created in 2003)
3. **Mary Ellen Hackworth Fund** (established in 2005)

### **Scope of Funding**

Grants are awarded for a one-year period only. All awarded funds must be utilized during this period or be forfeited. Applicants are encouraged to obtain additional funding from other sources and not to seek 100 percent of the project funding from the Foundation. The Foundation reserves the right, in its sole discretion, to award grants of any amount, for any time period, and under any structure that it deems appropriate. Challenge and matching grants may be eligible for funding. Please note that grants will **NOT** be made to the following:

- Individuals
- Endowments
- Annual Fundraising
- Capital Campaigns
- Sectarian Purposes

### **Application Process**

Any nonprofit organization which has a functional board of directors and proof of 501(c)(3) status is eligible to apply. Such an organization must submit a completed Grant Application Form by **4:00 P.M., Thursday, September 15, 2011**.

PLEASE NOTE: Incomplete or late grant applications will not be accepted. Faxed or e-mailed proposals will not be accepted. Original plus six (6) copies are required to submit a complete application. Failure to include the required number of copies will result in immediate disqualification.

### **Grant Review and Award Process**

The Board of Directors, or the appropriate committee, will review all proposals. The Board may require a presentation or site visit to complete the application process. Grants will be announced in early November 2011.

### **Additional Information**

If you have questions, contact The Shelby County Community Foundation, P.O. Box 672, Shelbyville, Kentucky 40065.

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Post Office Box 672 Shelbyville, KY 40065

## Shelby County Community Partnership Grants

### GRANT APPLICATION

**Deadline: Thursday, September 15, 2011 at 4:00 P.M.**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Are you a 501(c)(3) public nonprofit organization (check one)? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a brief description of your project (ONE page maximum) plus six (6) copies.

List any regulatory approval(s) needed to carry out the project, and indicate approval date or status of each: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe the uses of funds requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List other funding sources and the amounts secured or requested from each to date:

FUNDS RAISED - AMOUNT & SOURCE

UNDER CONSIDERATION - AMOUNT & SOURCE

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Number of people this project is designed to benefit directly: \_\_\_\_\_

GRANT APPLICATION CONTINUED:

If your project is reoccurring, outline future funding plans: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position/Title with Organization

**Required Attachments:**

All of the following items must be received by the deadline date to complete your application.

- Original Grant Application Plus Six (6) Copies
- Original Operating Budget Plus Six (6) Copies
- Original Project Budget Plus Six (6) Copies
- Original Brief Project Description (One Page Maximum) Plus Six (6) Copies
- Original Project Timeline Plus Six (6) Copies
- Board of Directors Roster (one copy)
- IRS Exemption Letter (one copy)
- IRS Annual Tax Report, Form 990 (one copy)
- Annual Report (only if available) (one copy)

**Application Deadline:**

All of the above required attachments, including originals and copies, must be received by:  
**Thursday, September 15, 2011 at 4:00 P.M.**

Applications may be mailed to: Shelby County Community Foundation  
P.O. Box 672  
Shelbyville, KY 40065

Applications may be obtained at: OVEC  
100 Alpine Dr  
Shelbyville, KY 40065