



Geneva National FOUNDATION

2015 GRANT APPLICATION

GENERAL INSTRUCTIONS

- The application has three parts. *If your organization has been a previous recipient of funds from the Geneva National Foundation, please complete Part One only.*
- Applications may be emailed, faxed, mailed or hand delivered. Applications submitted via email must be sent as a .pdf file in order to be considered.
- Organization must primarily serve Walworth County, WI residents.
- Organization does not have to primarily serve people with disabilities. However, the program, equipment or capital project for which you are applying, must primarily serve people with disabilities.
- Applications for grants to cover an organization's operating budget will not be considered.

PART ONE – GRANT AND ORGANIZATION INFORMATION

Grant Request

Total Amount Requested: \$_____ Over _____ years

Date Submitted: _____

Name of Project: _____

Duration of Project: from _____ to _____

Nature of Request: Capital _____ Project _____ Program _____ Other _____

Please describe: _____

Organization Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax: _____

Email: _____ Federal ID #: _____

Contact Person (Name & Title): _____ Phone: _____

Board Chairperson (Name & Title): _____ Phone: _____

Dates of Organization's fiscal year: _____

Organization's total operating budget for 2014: _____ 2015: _____

Please list the organization's staff composition in numbers:

Paid full time: _____ Paid part time: _____ Volunteers: _____ Interns: _____ Other: _____

Total staff (both professional and volunteer): _____

Has the governing board approved a policy, which states that the organization does not discriminate as to age, race, religion, disability, sexual orientation or national origin? _____

If yes, when was the policy approved? _____

Does the organization have federal tax exempt status: Yes _____ No _____

If no, please explain: _____

Population Served

Please check the **primary** service category of the organization (check only one):

☐ Arts / Culture ☐ Health ☐ Human Services ☐ Civil / Economic Development ☐ Education

☐ Other (please specify) _____

Provide percentages and/or descriptions of the communities your organization serves:

Walworth County residents _____ Racine County residents _____

Kenosha County residents _____ Rock County residents _____

Jefferson County residents _____ Waukesha County residents _____

Provide percentages and /or descriptions of the populations the organization serves:

People with physical disabilities _____ People with developmental disabilities _____

People with physical & developmental disabilities _____ People without disabilities _____

Other _____ - _____

Please list

Authorization

Has the organization's Chief Executive Officer authorized this request? Yes _____ No _____

An officer of the organization's governing body must sign this application.

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax classification as set forth in such determination letter.

Signature

Print Name/Title

Date _____

Remember to enclose all required support materials with the application (see Part Three)



PART TWO – GRANT PROPOSAL NARRATIVE

Please provide the following information in the order presented below. Refer to the glossary of terms (last page) as needed when preparing the narrative. Use no more than five pages, excluding attachments.

Organization Information and Background

- Provide a brief summary of the organization's mission, goals, history, programs, and major accomplishments, success stories and qualifications.
- Show evidence of client and community support, especially as it relates to serving people with disabilities.

Project / Program Description

- Abstract: Briefly describe the proposed program, how it relates to the organization's mission, capacity to carry out the program and who will benefit from the program.
- Explain the significance of the program and why the organization is qualified to carry it out.
- Describe the expected outcomes and the indicators of those outcomes.
- Document the size and characteristics of the population to be served by the program.
- Outline the strategy/methodology and timeline to be used in the development and implementation of the program.
- What is the plan to involve the population you intend to serve in the design?
- How does this program enhance the existing services in the community?

Evaluation

- Briefly describe the evaluation process and how the results will be used.
- Explain how the organization will measure the effectiveness of the program.
- Describe the criteria for success.
- Describe the results expected to be achieved by the end of the funding period.

Funding Considerations

- Describe plans for obtaining other funding needed to carry out the project/program or organizational goals, including amounts requested of other funders.
- If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period.
- List the top funders (up to five) of this project in the previous fiscal year, the current year, and those pending for the next fiscal year.



PART THREE – REQUIRED ATTACHMENTS

Submit the following attachments with the completed proposal:

- 1) Complete list of the organization's officers and directors.
- 2) The organization's actual income and expense statement for the **past** fiscal year, identifying the organization's principal sources of support.
- 3) The organization's projected income and expense budget for the **current** fiscal year, identifying the projected revenue sources.
- 4) The organization's most recent audited financial statement including notes and IRS Form 990.
- 5) Copies of the IRS federal tax exemption determination letters.
- 6) Program Budget (multi-year if applicable).
- 7) Grantee Report (if previously funded.)

NOTE: Please make sure you have completed each section of all three parts of the application. A glossary is included on the last page for your reference. Please contact the Geneva National Foundation office if you have any questions about the application form, guidelines, procedures or deadlines.

Email, fax, mail or hand deliver your application to:

Barbara Karabas, Executive Director
Geneva National Foundation
1221 Geneva National Avenue South, Lake Geneva, WI 53147
262-245-7065 (voice) or 262-245-7054 (fax)
bkarabas@gnresort.com



Glossary of Terms

Capital Request – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.

Community – The people living in the same district, city, town, village or county

Contribution – A tax-deductible gift, cash, property, equipment or services from an individual to a non-profit organization.

Developmental Disability – A mental, intellectual or physical chronic impairment that results in an individual being substantially limited in three or more of the following areas of life: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency.

Disability – The condition of being unable to do things in the normal way.

Grants – An allocation from a Foundation for special projects or general operating expenses. This may be multi-year or annual.

Indicator – The observable, measureable, characteristic or change that represents achievement of the outcome.

Methodology – A sequence of activities needed to accomplish the program objectives.

Outcomes – The changes in (or benefits achieved by) clients due to their participation in program activities. This may include changes to participants' knowledge, skills, values, behavior, and condition of status.

Physical Disability – A condition that has damaged or limited a person's physical abilities, whether it is movement, coordination or speech, excluding developmental disabilities.

Program – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Project - A planned undertaking or organized set of services designed to achieve specific outcomes that have both a beginning and an end. (A successful project may become an ongoing program.)

Success Story – An example that illustrates your program's effect on the client.