



620-421-0723 ♦ 120 North 22nd ♦ PO Box 894 ♦ Parsons, KS 67357 ♦ parsonsareacf.org

Dear Parsons Area Community Foundation Grant Applicants:

Our community is very fortunate in having this Foundation established by donors to benefit the residents of Parsons and the surrounding area. The Parsons Area Community Foundation receives many requests for financial support each year. Our goal is to support requests that will benefit the widest section of residents as possible, best meet our mission to create a positive impact on the communities of our area, and reflect the wishes of our donors.

QUALIFICATIONS FOR GRANTS:

Applicants for grants must be located or operating in the general radius of 25 miles of Parsons. The applicant must qualify as either (1) a charitable organization described in Sections 501(c)(3) of the Internal Revenue Code, or (2) a political subdivision of the State of Kansas including municipalities, school districts, or higher education. Grants to municipalities or public schools are to enhance, rather than supplant, funding through taxes.

NEW TWO-STEP APPLICATION PROCESS IN 2010

Beginning in 2010, there will be a two-step application process. The initial request for a grant will be made on the form found on the second page. This form should be submitted to the Parsons Area Community Foundation on or before **Friday, January 29th, 2010**. Our Grant Committee will review the proposals and invite those applicants showing promise for funding to then submit a complete proposal. Applicants will be notified of results from the first step of this process the second week of February, 2010.

If invited to submit a complete proposals, those guidelines are on page 3 of this document. **The complete proposal will be due by March 26, 2010.**

Please call our office with any questions regarding the application process.

Sincerely,

Anne Allen
Executive Director



Initial Grant Proposal

Name of Organization _____

Key Contact _____ Title _____

Phone: _____ Email: _____ Web Address _____

Project Title _____

Start Date: _____ End Date: _____

Proof that your charitable organization has been designated 501(c)(3) by either attaching your letter of determination from the IRS or a copy of the first page of the last 990 filed. Not applicable to government agencies or schools.

Project Information

Project Summary: Please summarize succinctly the details of your project, including the following, and attach to this form:

- a) Problem you will address—how it was identified and how you propose to address it
- b) Who and how many individuals will benefit
- c) How this projects “fits” with the work of your organization
- d) Groups or organizations you will collaborate with on this project
- e) How will this project continue once the grant funding ends?

Budget Information

Amount Requested from the Parsons Area Community Foundation \$ _____

Applicant’s Existing Funding \$ _____ Other Funding: \$ _____

Applicant’s In-kind Funding \$ _____ Total Project Budget \$ _____

Applicant Organization Authorization

Executive Director: _____ Date: _____

Board President/Authorized Officer: _____ Date: _____

Mail completed applications to:
Parsons Area Community Foundation
PO Box 894
Parsons, KS 67357

By email:
Send to: allen@parsonsareacf.org



Guidelines for Second Step of Application Process

COMPLETE PROPOSAL:

The complete proposal must include the following:

1. History and primary focus of the organization
2. Explanation of the proposed project including any collaboration with other groups
3. The need your proposed project is addressing
4. Who will benefit from the proposed project
5. How the project serves the people of Parsons or the surrounding area
6. The amount of your request and a proposed budget of expenditures
7. Names and addresses of the organization's officers and directors
8. Most recent budget report or financial statement (not applicable to political subdivisions of the State of Kansas or public schools.)

Include the required documentation and any additional information you believe will be of assistance to the Foundation Board. Only one copy of the complete proposal need be submitted. Since we may duplicate some portions of the materials, please submit all documents on 8 1/2"x11 inch sheets of paper printed on one side. Do not bind the papers or set them in bulky notebooks.

After receipt of your proposal, it will be reviewed by the Foundation Board. We will contact you if additional information is needed to clarify the proposal or if we have other questions. The Foundation Board will make the decision to: (1) adopt the proposal as requested, (2) adopt the proposal with modifications or contingencies, or (3) decline funding. The decision will be final.

If awarded a grant, you will be asked to attend an awards ceremony in May to receive the grant, and to submit a final written report and evaluation at the end of the year. Our Executive Director will be following up on the grants received to provide evidence to the Board regarding the use of grant dollars.

Please do not hesitate to call if you have any questions or you need additional information.

Parsons Area Community Foundation
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Email: allen@parsonsareacf.org