



Grant-Making Policies and Procedures

Our Vision

A healthy and vital community in which all people have the opportunity to enhance the quality of their lives and the lives of others.

What We Support

As it grows and develops, the Greater Menomonie Area Community Foundation plans to support a variety of programs which fulfill civic, humanitarian, cultural, recreational, aesthetic, environmental, and educational needs.

In setting priorities for making grants, we consider the needs of the Greater Menomonie Area, the programs of other funding agencies, and our resources.

Because we expect that requests for funds will always exceed the resources of our Foundations, we will give higher priority to projects that significantly contribute to the benefit of the residents of our community and present the potential for a "multiplier effect."

Who May Apply

The Foundation welcomes grant requests from organized groups – formal and informal – within the Greater Menomonie Area such as:

- Independent nonprofit organizations
- Charitable organizations classified as 501(c)(3) under the Internal Revenue Code
- Local units of state or national organizations
- Groups of individuals or clubs organized to sponsor a charitable project.

What Guidelines Should Be Considered In Your Decision To Request a Grant?

- Are you a nonprofit organization within the Greater Menomonie Area or are you a group of individuals or a club organized for a charitable purpose?
- Does your project meet a civic, humanitarian, cultural, recreational, aesthetic, environmental, or educational need?
- Have you clearly identified the purpose to be served by your project?
- Is that purpose clearly for the benefit of many versus a few individuals?

- If part of a state or national organization, are you clearly a local unit of that organization which uses the funds for local benefit?
- Have you identified "a multiplier effect(s)" likely to result from your project?
- If this is to be a continuing activity, do you have plans to develop resources to carry it on in the future?

What You Should Consider Before Applying For A Grant

In general, the Foundation does not make grants for:

- Endowments
- Religious groups for religious purposes
- Debt retirement
- Re-granting by another organization
- Individuals
- Political organizations
- Tickets for benefits
- Fundraising drives or activities, social events, or goodwill advertising
- Reimbursable projects or activities
- Organizations that exist primarily to influence legislation
- Repeat grants to the same project on an open-ended basis
- Regular on-going operating expenses
- Funds to replace budgeted on-going tax supported activities

How To Proceed

INFORMATION

The Executive Director is available to answer questions from grant seekers as proposals are being developed. Such consultation will be informal and carry no assurances of suitability for funding. Call the Foundation Office at (715) 232-8019 for an appointment.

CONTENTS OF WRITTEN APPLICATION

Obtain the official Cover Sheet from the Foundation Office and provide all information called for.

You may obtain a copy by calling the Foundation Office at (715) 232-8019.

Provide a narrative of not more than 4 pages which includes:

- A description of your project, telling briefly of the need for it and what you propose to do.
- An explanation of the expected outcomes(s) of your project.
- The proposed time frame for your project.
- A list of the items requested, item costs, total cost, and amount requested.
- A brief description of other resources you have available for this project.
- Please provide a copy of your annual budget.

WHERE TO SEND REQUESTS

Greater Menomonee Area Community Foundation
P.O. Box 53
Menomonee, Wi 54751

DEADLINES

There are four grant cycles with the following deadlines:

February 1
May 1
August 1
November 1

To be considered in that cycle, the complete application must be postmarked by the appropriate date.

FOLLOW-UP REPORT

A follow-up report is required 60 days after completion of the proposed project.

FOUNDATION REVIEW PROCESS

Applications are screened for completeness, clarity, and compliance with eligibility requirements.

Because there are often more requests than can be funded, a board-appointed committee will place requests in priority order on the basis of the following questions:

1. How does it match with the Foundation's policies?
2. What is the potential benefit to the community?
3. Is there a clearly stated need for this project?
4. Does the applicant organization have the capability to achieve the expected results?
5. How direct are the benefits?
6. Are other more appropriate resources available?

Final decisions on all grants are made by the Foundation's Board of Directors. Generally, a decision is made within a month after the submission deadline.