



## GRANT PROPOSAL & REQUEST FOR FUNDS APPLICATION FORM

Please complete the following application regarding any funding request made to the Lindsborg Arts Council.

### **Part I: Organization and Applicant Information**

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

Contact Individual: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization is Tax Exempt?     Yes     No

Organization is 501(c)3 Nonprofit Agency?     Yes     No

If yes, please provide the organizations Employer Identification Number (EIN): \_\_\_\_\_

If no, please provide the name and EIN of sponsoring 501(c)3 Nonprofit Agency:

Name of Nonprofit Agency: \_\_\_\_\_

EIN of Sponsoring Agency: \_\_\_\_\_

**Part II: Project/Grant Request Information**

Project Title: \_\_\_\_\_

Date of Request\*: \_\_\_\_\_ Date(s) of Project\*: \_\_\_\_\_

Grant request amount: \_\_\_\_\_ Total project budget: \_\_\_\_\_

**Type of funds requested:**

\_\_\_\_\_ Project/Program    \_\_\_\_\_ Seed money    \_\_\_\_\_ Infrastructure growth    \_\_\_\_\_ Capital

\_\_\_\_\_ Operating funds    \_\_\_\_\_ Endowment

Please include a short summary of your project:

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\*Please note that requests for funds must be received at least 90 days prior to the beginning of your proposed project or program. The LAC reserves the right to consider other proposals, but priority will be given to those individuals/organizations submitting applications in a timely fashion.

### **Part III: Application Requirements Check-list**

*In addition to this application form, please include a grant narrative, budget breakdown and project timeline that includes the following information on separate 8 ½ x 11 single-sided sheets of paper. Be sure to include project name, date and page number on the header of supplemental documentation:*

1. The organization/applicant name, date, title of project and type of funding requested.
2. A list of the organization's board members, staff, key personnel, interested parties or collaborators.
3. The mission statement and purpose of your organization.
4. An overall timeline/timetable of the project/program including the major dates of the program/project? (If the program is ongoing, please specify here.)
5. Describe the project/program in detail, including number of years the program or project has been in existence and the overall purpose of the project.
6. Provide a definition of the need, including how the need was determined.
7. Describe the targeted population of the project/program and/or the overall demographics of who the project/program will serve. Please include an estimate of how many participants will benefit from the project or program.
8. What are the expected results, what is your target date for achieving said results and how will the success of the program/project be measured/evaluated?
9. Provide a budgetary breakdown of the program/project itemizing how LAC monies will be spent—state specifically how LAC funds will be used to help this project. Please include as specific budget breakdown as you are able including, but not limited to: other sources of revenue for the project/program (other grants or funding sources, enrollment fees, admission, underwriting contributions, etc.); project fees and expenses (services, space rental, supplies, promotion and publicity, etc.); and any other budgetary information you believe is important to convey the full scope of the project/program.
10. Please list how you will integrate recognition to the LAC in your program or project.

**Part IV: Certification**

I certify that all of the information submitted above is true and accurate to the best of my understanding. I further certify that the organization is current on all IRS filings, including form 990 tax returns and all quarterly payroll returns.

All grant funds awarded must be expended only for the purposes as specified in the application form. Any emendations to the project regarding the use of funds must be submitted to the Lindsborg Arts Council prior to the release of these funds. Their modified purpose is subject to the approval of the Lindsborg Arts Council board of directors.

If awarded funds, grantees will maintain all records for the program/project for a period of three (3) years as well as meet all follow-requirements as specified by the Lindbsorg Arts Council regarding funding requests.

Electronic Signature \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_