**MORTON COMMUNITY FOUNDATION**

**GRANT APPLICATION**

The Morton Community Foundation's purpose is to support charitable causes...and to advance one or more of these objectives:

* Address and help resolve Morton’s important existing or emerging community issues.
* Support projects and organizations offering the greatest opportunity for positive and sustainable impact for Morton area residents.
* Promote cooperation and collaboration among organizations.
* Improve the quality or scope of charitable work in our community.

**What We Support**We prioritize projects that are:

* HIGH IMPACT: Provides services or will benefit a large number of Morton area residents, or a large number of Morton area residents within a particular group (example: individuals with disabilities, seniors, etc.)
* SUSTAINABLE: Creates a lasting impact.
* COLLABORATIVE: Leverages other funding sources and builds partnerships.
* IDENTIFIABLE: Items to which a plaque, sticker, or identifying stickers can be applied, or in the case of digital media, recognition can be given that the MCF provided funding for the project.
* MEASURABLE: Effectiveness of the project can be measured with reliable data.

**What We Do Not Support**

Generally, the MCF does not make grants for the following:

* Grants to non-profit organizations located outside Morton, IL, that cannot show a clear impact on Morton area residents.
* Grants to individuals (scholarships), or grants to cover camp fees, training sessions
* Administrative/Operating expenses of a project or of a non-profit organization.
* Charitable activities that promote a "religion". However, grants may be made to faith-based organizations for non-religious purposes (example: We could fund a back-to-school backpack program made available to all Morton area students by a local church.)
* Lobbying or any other activity of a political nature.
* Endowment or to retire indebtedness of a non-profit organization.
* Private foundations and other grant making organizations.
* Consumable items (example: T-shirts, water bottles, food for food pantries, office supplies, marketing items, etc.)
* Projects that have already been completed.

*The Morton Community Foundation receives more requests than it can support. A decision to decline a request does not imply that the applicant’s program/Project is not needed or valued.*

**Summary Statement**

DATE OF APPLICATION: YR\_\_\_\_\_\_\_\_ MO\_\_\_\_\_\_\_\_ DAY\_\_\_\_\_\_\_\_

ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TOTAL AMT REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CONTACT PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the project. This does not need to be in great detail, but it should give the grant committee a pretty clear idea of what your project involves in a paragraph or two. **It is helpful to include digital images of the project. This can include photos of product(s), design drawings, mockups of the final product, etc.**

**Community Need:** The Mission of the Morton Community Foundation is…”to improve the quality of life for Morton area residents, now and for generations to come”. **Please explain how your project is needed and will improve the quality of life for Morton area residents.**

**Community Impact (Number of People):** Total number of unduplicated Morton area people this project will serve. This includes any client who will receive services or will benefit from the project. *Example 1: 75 fifth-grade students at ABC school will utilize the STEM kits and 80 sixth-grade students will utilize the Robotics modules. Example 2: 125 youth cast members will perform using the new sound equipment and 1500 audience members will enjoy the performance.*

**Community Impact (Number of Years):** Total number of years this project will affect our community. *Example 1: The item purchased has a life expectancy of \* years. Example 2: The project will continue to affect the community for \* years.*

**Project Funding Plan:** Please provide a breakdown below of how the grant money from the MCF would be used as well as any other sources of funding you are pursuing for the project.

Total amount requested should not include costs for labor, cost for plaques or signage indicating the MCF provided a grant for this item, or administrative expenses to implement the program/project. NOTE: Only in very rare cases, will we fund a project at 100%. So, be aware that selecting “No…the project will not continue with partial funding,” may compromise your chances of being funded.

Please provide an itemization of all elements of your project, followed by the total amount requested. It is to your benefit to prioritize your list so that the first item in the list is highest priority, and each successive item is lesser and lesser priority. *Example: 1) New Sound Board for the theatre - $2,500 2) 8 new microphones at $125 each. (Total $1,000) 2) Cables, cords - $575*

Priority is given to projects that show collaboration with multiple organizations and multiple sources of funding. *Example: Total Project is $X,XXX.00. We are requesting $XXX.00 from the MCF, our school PTO is going to fund $XXX.00 of the project, and XXX Bradley Fraternity group is going to install the equipment for us at no cost.*

Total Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_. Will the Project go on with partial funding? ❏ NO ❏ YES

Budget Breakdown:

Expenses of the project:

Proposed Revenue Sources:

**Timeline of project:** Please provide a target date. If your grant request is approved, you will need to provide receipts and/or purchase orders equal to or more than the amount of the grant. Funding will be available beginning in early to mid-May. You must submit invoices and/or purchase orders for reflecting expenses of the project for reimbursement by no later than NOVEMBER 20 of this calendar year (the year in which the grant was approved). When are MCF funds going to be needed?

**How will You Measure your project’s success?:**

**How will your grant be publicized?:** Helping us obtain community awareness of how their donations are being used to impact our community is extremely important. Please list all the ways you will help create awareness of your grant…newsletter, social media posts, plaque or stickers, logo recognition on website, etc. MCF can provide stickers if needed.

**Brief Summary of your organization’s History and Mission**

Governmental entities such as Village, Township, Schools, Parks, Public Library need not provide this information.

**Attachments**

The following must be submitted with each grant submission:

1. Listing of current governing Board members and officers
2. Copy of IRS tax-exempt letter (N/A for governmental units)
3. Most recent annual financial statement (with audit, if available), or Form 990 (N/A for

Governmental units)

***Incomplete proposals will not be reviewed***

Federally designated 501(c)(3) Non-profit organizations, designated 501(c)(6) organizations, such as the Morton Chamber of Commerce (so long as the grant request is for charitable purposes) and governmental entities serving Morton area residents may submit grant requests. Completed proposals, including any attachments, MUST BE SUBMITTED ELECTRONICALLY THROUGH OUR WEBSITE: [www.cfmorton.org/grant-process](http://www.cfmorton.org/grant-process). All submissions will be acknowledged by a confirmation email that is auto-generated by our website.

***All proposals must be received electronically by the deadline listed on our website at:*** [***www.cfmorton.org/grant-process***](http://www.cfmorton.org/grant-process)

THANK YOU FOR YOUR SUBMISSION

You may review our website for information regarding the timeline once you have submitted a grant proposal…  
[http://www.cfmorton.org/grant-process.](http://www.cfmorton.org/grant-process)

GRANT AGREEMENT

In applying for grant funds from the Morton Community Foundation (“MCF”), the undersigned hereby unconditionally agrees to the following conditions:

1. To turn in receipts and/or purchase orders reflecting expenses of the project by no later than NOVEMBER 20 of this calendar year (the year in which the grant was approved).
2. To use the funds only for the designated purpose as described in the Grant Application and subsequent grant notification and not for any other purpose without the MCF’s prior written approval. A request for re-direction of any grant funds must be submitted to MCF in writing and approval is subject to MCF’s sole discretion.
3. To notify MCF immediately of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, and (c) Grantee’s ability to expend the grant for the intended purpose.
4. To maintain books and records adequate to demonstrate that the grant funds were used for the purpose for which the grant was requested.
5. To return to MCF any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
6. To submit a written report summarizing the project promptly following the completion of the project but no later than NOVEMBER 20 of this calendar year (the year in which the grant was approved) and to submit any interim reports that MCF may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds. Please include any publicity given this grant and include photos of the project. You may send this report electronically to: [grants@mortoncommunityfoundation.org](mailto:grants@mortoncommunityfoundation.org).

1. To recognize MCF in all publicity materials related to the funded project or program.
2. To allow MCF to include information about this grant in MCF’s periodic public reports, newsletters, news releases, social media postings, and on MCF’s website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

MCF reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the MCF’s sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of MCF; or (c) to comply with the requirements of any law or regulation applicable to you, MCF, or this grant.

**I have read and agree to the above**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_