

GRANT APPLICATION GUIDELINES

The Mission of the 3Lakes Community Foundation is to help elevate the Three Lakes community area to be an even better place to live, vacation, learn, invest, work and play...

The 3Lakes Community Foundation awards grants based on these guidelines. Grant applications are evaluated by the Foundation's Board of Directors. Applications are evaluated with consideration to the policies, funding objectives, and - most importantly - the mission of the 3Lakes Community Foundation. (See above). Final decisions are made by the Foundation Board of Directors.

What We Support

The 3Lakes Community Foundation is dedicated to supporting innovative ideas for:

- Projects involving other local nonprofits that strengthen and enhance the Three Lakes community.
- Projects that support human services, education, health and recreation, arts and culture, the environment and community development.
- Projects that enhance the quality of life for Three Lakes' stakeholders; and that protect those characteristics of our community that are so loved.
- Projects that foster community efficiency.
- Projects that differentiate Three Lakes from other communities.

Who May Apply

The 3Lakes Community Foundation welcomes grant requests from organized groups throughout the Three Lakes area, including:

- Charitable organizations classified as 501(c)(3) under the Internal Revenue Code
- Schools, governmental entities which provide community programs benefitting the public at large

Eligible Projects and Program Priorities

Projects are prioritized based on the grant project eligibility criteria and priorities set forth in 3Lakes Community Foundation Guidelines.

In general, the Foundation ***does not support:***

1. Costs not directly associated with or necessary for the implementation of the project.
2. Costs associated with regular ongoing operating expenses or debt retirement.
3. Costs associated with needs more properly funded through the operating budget of the applicant organization or by other sources.
4. Grants to individuals or loans of any type.
5. Projects associated with political candidates or groups.
6. Projects for sectarian or religious purposes.
7. Projects from organizations that discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin or physical disability.
8. Projects more appropriately funded by State, County or Local taxes.

How to Proceed

1. Read the attached guidelines relating to Grants.
2. Discuss your project proposal with a 3Lakes Community Foundation board member or the contact listed in the Director tab on the website to insure it is eligible for grant funds.
3. Complete Sections 1-3 (on page 1 of the grant application form) that request general information about the applicant, applicant organization, and project.
4. Complete Section 4, the grant application support, by answering the 6 questions related to your organization, the project proposal, and the project's budget. The narrative must be typewritten and should not be more than four (4) pages. Please use at least a 12 point type.
5. Complete Section 5, Grant Terms and Conditions, by checking the boxes and signing the application as requested.
6. Assemble your application package.

A complete application consists of:

- The filled-in and signed grant application form
 - The application support
 - Other attachments
 - List of current board of directors
 - Copy of IRS determination letter indicating 501(c)(3) or 509(a) tax exempt status, if applicable
 - Signed letter indicating sponsorship, if sponsored by another organization, if applicable
 - Copy of most recent annual financial statements of the organization and IRS form 990.
 - Copy of project authorizing document – board meeting minutes or authorizing resolution
 - Project Cost Estimate, business plan with 2 yr, 5 yr, 10 yr and 20 yr projections
 - Who is responsible for what to assure completion and sustainability.
7. Mail original and one copy of your application package to the 3Lakes Community Foundation, PO Box 231, Three Lakes, WI 54562 or make arrangements with a 3Lakes Community Foundation director for hand delivering. (See Directors tab)

What Happens Next?

Your grant application will be reviewed and evaluated by the Foundation Board of Directors, which will make the final decision. You may be asked to provide additional information. Applicants will be advised in writing of the outcome. If your grant is denied, you may call a board member for an explanation.

If you are awarded a grant, you will need to:

- Be available for a grant presentation ceremony
- Complete and submit a project final narrative report within 90 days of project completion or one year from award date, whichever comes first.
- Include the following statement in all material related to your project: "Support for this project was provided by the 3Lakes Community Foundation."
- Include all press releases, photos, or articles in the project final report.

We wish you success with your projects and look forward to being your partners in bettering the Three Lakes community for our citizens and visitors.

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3Lakesfdn.org