New potential applicants applying for any grant amount are strongly encouraged to contact the Foundation with any questions or assistance in order to facilitate a successful application process prior to the deadline.

**Community Needs Grant Application Requirements:**

- Type of Organization
- EIN # and year of issue (Only for organizations with current 501(c)(3) nonprofit status)
- Listing of grants received by the Foundation within the last 5 years
- Organization's mission, goals, programs, and major accomplishments and describe the population served.
- Detailed information of proposed project
- The total costs of the proposed project along with a detailed line item budget of your request.
  (ex: List of items: 2 Chromebooks= $250, 2 Flash drives= $20, etc)

**For grant requests of $1000 or more, the following attachments will be required:**

- Complete list of the organization’s officers and board members with titles and contact information.
- Organization’s current annual operating budget; showing income and expenses.
- If you have never submitted a grant application, upload a copy of your IRS 501(c)(3) tax exempt designation letter;
  or
  For Government Agencies, Public Schools or Churches:
  - Upload a cover letter from leadership of the organization stating your charitable purposes as defined in section 170(b)(1)(A) of the Internal Revenue Code.
  - For 501(c)(3) organizations: a copy of most recent IRS Form 990 tax return
  - Financial report for most recently completed fiscal year showing income and expenses; preferably audited.

**Nondiscrimination Policy:**

* Applicants must hold similar standards.

The CFCC shall not, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion, exclude from participation in, deny the benefits of, or discriminate against any person with respect to any program or activity funded in whole or in part with funds made available by the Community Foundation of Chippewa County, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and/or other assistance administered by the Foundation.
New potential applicants applying for any grant amount are strongly encouraged to contact the Foundation with any questions or assistance in order to facilitate a successful application process prior to the deadline.

**Frequently Asked Questions:**

1. **When are grant applications accepted by the Foundation?**
   - CFCC Community Needs grant applications are accepted once a year from August to October. Nonprofits are welcome to contact the Foundation staff throughout the year to discuss other possible grant programs. However, Community Needs Grant awards will be made annually.

2. **Are there other grant opportunities through the Foundation?**
   - Northwestern Bank Mini-Grant Applications are available online for 3rd-8th grade educators to fund innovative learning and motivational activities or service learning projects for their students starting August 30th.
   - To request an application, Educators are encouraged to send an email to grants@yourlegacyforever.org. Applications must be submitted no later than **4 PM on October 6th**. Upon receipt of your Northwestern Bank Mini-Grant application, an email confirmation will be sent to the email address you have provided.

3. **When does the 2021-2022 Community Needs grant cycle open?**
   - August 30, 2021

4. **When is the 2021-2022 Community Needs grant deadline?**
   - October 6, 2021 by 4:00pm

5. **How do I apply?**
   - The 2021-2022 Community Needs grant application is available from August 30th- October 6th and is to be filled out and submitted online. Organizations without the ability to submit an online application should discuss alternatives with the Foundation staff prior to the application deadline.

6. **What are the minimum browser requirements?**
   - You must have Internet Explorer 11 or higher to submit an online grant application.

7. **How many applications can I submit through my organization?**
   - The Foundation will only accept one application per organization. If your organization is seeking to have multiple projects funded, we strongly encourage you to prioritize which project is most important.

8. **Can I start an application and save to finish at a later date?**
   - While filling out the online grant form, information will automatically “save as you go”. It is highly suggested that you put all the required information in a separate document to copy and paste into the online grant form. This may prevent information from being lost.
9. **How do I know that you have received my grant application?**
   - Once you have submitted the online grant form, you will receive an email confirmation from us along with a copy of the Community Need grant proposal you submitted. Please print this out and keep for your own records.

10. **When will grant applications be reviewed?**
   - Applications will be reviewed in November by the Community Foundation’s Grants Committee. Then, the Board of Directors will act on the recommendations of the Grants Committee in determining grant recipients in December.

11. **When will I receive notification about my grant proposal?**
   - All Community Need Grant applicants will receive written notification in January and all Northwestern Bank Mini-Grant applications will receive written notification in December.

12. **What kind of projects do you fund?**
   - We award grants to 501(c)(3) nonprofit organizations or public charities that qualify as defined in section 170(b)(1)(A) of the Internal Revenue Code- spanning the fields of arts and culture, community development, education, environment & animal welfare, and health & human services that benefit the communities of Chippewa County.

   - The Community Needs Grants invest in the charitable efforts of nonprofits and community organizations where they will have the greatest impact within the community.

13. **What size Community Needs grants does the Foundation award?**
   - Generally grants range from $200 to $6,000

14. **Do you award grants to the geographic location where your donations come from?**
   - It is our general belief that the needs of our community do not end or begin at a county or city line and that the needs of our neighbors are our own. Qualifying nonprofit organizations serving Chippewa County may be eligible to receive grant funding from the Community Foundation. Some Field of Interest grants are awarded to specific geographic areas.

15. **If a nonprofit has an endowment fund with the foundation, will it affect our chances of receiving a grant?**
   - No. Having an endowment fund with the Community Foundation has no bearing when it comes to receiving a grant. If you have an endowment fund with us but your organization needs grant funding for a specific project, you are welcome to apply if you wish.

16. **My organization is not classified as a 501(c)(3) nonprofit organization, do we qualify?**
   - As long as your organization is a public charity as defined in section 170(b)(A) of the Internal Revenue Code, you may apply for funding to be used for charitable purposes.
17. What if I don’t know the Federal Employed ID # (EIN)?
   - Some charitable organizations that are not classified as a 501(c)(3) may not have an EIN #. Please put N/A in the answer field or select “Other” and include an explanation letter from your organization’s leader.

18. If my organization has applied for a grant through the Community Foundation in the past and we are requesting funds more than $1000, do I need to submit a copy of our IRS 501(c)(3) tax exempt designation letter?
   - Unless there has been a change, or your organization has never applied for a grant through the Community Foundation, you do not need to re-submit the tax-exempt designation letter every year.

19. What do you use the progress report information for? Is it required?
   - This information is used to report to the county and fund holders of the great work you are doing in Chippewa County through your awarded grant funding. Filling out the progress report is strongly encouraged to receive additional grant funding from the Foundation.

20. Our grant request was denied last year, why?
   - We regretfully have to decline many commendable applications. The decision does not reflect on the significance of your work or your organization’s contributions to our community. It merely speaks to the overwhelming needs of Chippewa County and to our desire to respond to them in an equitable and effective manner. When making funding decisions, the Board must carefully consider how each project meets the Foundation’s priorities and assess the potential community impact of each initiative.

21. Who do I contact with additional questions?
   - Contact the Community Foundation of Chippewa County at 715-723-8125 or grants@yourlegacyforever.org