Application

Step 1: Letter of Inquiry (LOI)

A strong Letter of Inquiry will include great ideas, measurable outcomes and project sustainability. After submitting your Letter of Inquiry, it will undergo a preliminary review and applicants will be contacted with the decision via email within two weeks.

Step 2: Grant Application

If you are invited to submit a full grant proposal, congratulations! A grant application packet has three components: Cover Page, Proposal, and Attachments. Specific instructions for each are provided in the Grant Application. Your electronic copy of the application must be submitted (emailed) by the deadline.

Grant Submittals

Applications can be submitted starting January 1 of each year that funding is available. Grant applications will be accepted until all funds in a given year are expended.

Type of Community Impact Grant

- **Program Grant -** support new programs or expansion of existing programs that have a track record of success.

Scope of Funding

We are rarely the sole financial supporter of projects, as we expect organizations to also seek additional resources to accomplish project goals.

Grantmaking Focus Areas

- Arts & Culture
- Children & Youth
- Community and Economic Development
- Elderly
- Environment
- Learning
- Organizational Capacity Building

Grantmaking Criteria

- Long-term impact on residents and/or physical environments in Fitchburg
- Meaningful, reasonable, and measurable outcomes
- Innovative approaches to address community issues
- Strengthen and enhance community assets
- Build the self-sufficiency of individuals and/or organizations
- Attract additional funding
- Utilize partnerships and/or collaborations

Grant Eligibility

Applicant must:

1) be a non-profit organization, exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code or equivalent

2) conduct business without discrimination on the basis of race, religion, gender, sexual preference, age, marital status, disability or national origin

3) be a nonprofit located in Fitchburg or a nonprofit that serves Fitchburg residents

Grant Ineligibility: What Community Impact Grants Do Not Fund

- Individuals
- Lobbying
- Annual campaigns
- Capital campaigns
- Land, buildings, etc.
- Scholarships
- Religious organizations for religious purposes
- Short-term events and celebrations, such as conferences, festivals, and fundraising functions
- Substance abuse treatment
- Health care services, including mental health
- Capital grants to support ongoing maintenance and operations
- Simultaneous requests from the same organization
- University of Wisconsin-Madison
- Sports and recreation, except in the case of those using the programming for academic purposes

As part of the application process, the City of Fitchburg may conduct a criminal background check on individual grantee(s) and/or principal(s) of the applicant organization. If the individual grantee(s) and/or any principal(s) of the applicant organization have a criminal conviction record, the following will be among the factors considered in determining whether or not the applicant will be eligible for the grant:

1) The nature and gravity of the offense(s);
2) The time that has passed since the conviction and/or completion of the sentence;
3) The nature of the position held by the principal; and
4) Procedures and policies in place to ensure the appropriate handling and use of the monies.

Community Development Fund

APPLICATION COVER PAGE

Application Date (mm/dd/yy): _____

Organization Name: _____

Federal Tax Identification Number: _____

Address: _____

Executive Director: _____

Phone: _____ Email: _____

Grant Project Director: _____

Phone: _____ Email: _____

Project Name: _____

Project Duration (mm/dd/yy – mm/dd/yy): _____

If the opportunity arises, may we share this application with other funders? _____

Total Project Budget: $ _____

Funds Raised/Pledged to Date: _____

Total Amount Requested from the City of Fitchburg: $ _____

PROPOSAL FORMAT

Using no more than five pages for your narrative and one page for your budget, create a proposal using the following format.

1. **Description of Applicant Organization**
   Describe the mission, purpose and programs of the organization. Organization must be a registered 501(c)(3) or equivalent.

2. **Summary Project Description**
   In a single brief paragraph of up to 1,500 characters (2" of text), summarize the project. Include key components, proposed outcome statements, the number of people involved in the project, and collaborating partners. This summary will be the first thing reviewers see.

3. **Project Purpose Statement**
   Describe the purpose of the program or project, the issues that will be addressed, the significance of those issues, and the impact on the City of Fitchburg. Indicate who will benefit and estimate their number. Describe how your project will expand or complement existing community services, plus any arrangements to collaborate with other organizations.

4. **Proposed Outcomes and Outcome Indicators**
   Outcomes determine whether you are achieving the purpose of the program by describing how the program's activities changed participants. Outcomes statements articulate changes in participants' knowledge, skills, attitudes, values, behavior, condition, or status (i.e. increase, decrease, improve).

   Outcome indicators are the specific items of information (data) that track a project's success relating to outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. Indicators should also include target number and/or percentage changes to be achieved with the project during the grant period (i.e. skills, knowledge, abilities, behavior, etc.).

   In your proposal, identify up to 3 outcomes for your project. Also specify the measurable indicators you will use to determine whether the outcomes have been achieved, including a target for each indicator. If appropriate, an outcome could have more than one indicator with target.

   Identify the data and explain the data collection methods you will use to evaluate whether outcomes are achieved. The data you collect should relate directly to the outcome indicators.

   Note: Outcomes measurement is important information the City of Fitchburg will expect to see in your final report, should your grant be awarded. Your grant budget may include evaluation expenses.

Program Proposals: How does the program impact the Fitchburg community as a whole or any one organization in Fitchburg?

5. **Activities/Strategies**
Briefly describe the activities and/or strategies to accomplish the proposed outcomes. Provide a work plan, including a timeline and the responsibilities of staff and volunteers. Briefly discuss the qualifications of key personnel. If applicable, describe any trainings, participant selection procedures, or policies.

6. **Funding Plan**
In narrative form, describe the financial plan for the proposed project. Identify how funds requested from the City of Fitchburg would be spent (i.e., which specific line items of your budget). Indicate if the grant you are requesting would be used as a match or to leverage other sources of revenue. Describe how a grant from the City of Fitchburg would be recognized. Briefly explain how you plan to fund the project when the grant expires.

7. **Budget** (see sample on page 5)
In spreadsheet form, submit a one-page line-item budget covering all projected expenses. Also submit an income budget that identifies all funding sources (other foundations, corporations, individuals, etc.). Please note whether each other funding source is secured or anticipated. The amount of total expenses must equal the amount of total funding sources.

ATTACHMENTS

Please submit all attachments in electronic form only.

1. List of your board of directors, their affiliations, and current email addresses for each (required). Identify the officers of your board.

2. Most recent audited financial statement for your organization. If your organization does not have a certified audit by an independent auditor, provide a copy of your most recent, signed Form 990.

3. Current year income and expense budget for your organization.

4. IRS determination letter indicating 501(c) (3) tax-exempt status for your organization (**for new applicants only)**.

Optional Attachments

5. Letters of support (optional – 3 maximum).

6. Additional attachments important to your proposal (optional).

Sample Budget Format

Expenses	Total Amount	City of Fitchburg	Identify Other Sources	Identify Other Sources
Office Supplies	$0.00	0	$0.00	$0.00
Photocopies	$0.00	0	$0.00	$0.00
Postage/Shipping	$0.00	0	$0.00	$0.00
Other Project/Program Expense (List)	$0.00	0	$0.00	$0.00
Misc. (provide detail)	$0.00	0	$0.00	$0.00
Evaluation Expense	$0.00	0	$0.00	$0.00
TOTAL PROJECT EXPENSES	$0.00	0	$0.00	$0.00

Funding Sources Secured = S Anticipated = A		
Fitchburg Community Development Funds	A	$0.00
XYZ Corporation	A	$0.00
ABC Foundation	S	$0.00
In-kind Contributions	S	$0.00
Program Revenues	A	$0.00
TOTAL PROJECT FUNDING**		$0.00

**Total Project Funding must be equal or more than Total Project Expenses.

Provide information regarding applications to other donors (for this project in this fiscal year) which have not been funded.

GRANT CHECKLIST – BEFORE SUBMITTING YOUR FULL PROPOSAL

Please review this checklist. If you answer "yes" to each question, you are ready to submit your proposal.

☐ Did you put your organization's name in the title of all documents?

☐ Did you include your organization's name in the subject of the email?

☐ Did you make sure that your proposal narrative is single-spaced, no more than 5 pages (with 1 additional page for budget), submitted in the requested format, and uses reasonable margins with fonts no smaller than 11 pt.?

☐ Did you make sure the application was sent to City of Fitchburg Office of City Administrator at patrick.marsh@fitchburgwi.gov?

☐ Did you make sure to include your cover page, proposal narrative, and required attachments?

☐ Did you send us your proposal narrative as a separate document from the rest of the required content?

☐ Did you send us your application electronically as a saved PDF or Word document (not a scanned version)?

☐ Did you make sure to send the correct attachments electronically?

As part of the application process, the City of Fitchburg may conduct a criminal background check on individual grantee(s) and/or principal(s) of the applicant organization. If the individual grantee(s) and/or any principal(s) of the applicant organization have a criminal conviction record, the following will be among the factors considered in determining whether or not the applicant will be eligible for the grant:

1. The nature and gravity of the offense(s);
2. The time that has passed since the conviction and/or completion of the sentence;
3. The nature of the position held by the principal; and
4. Procedures and policies in place to ensure the appropriate handling and use of the monies.