

The Keokuk Area Community Foundation

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Guidelines for 2011 Grant Programs

The Keokuk Area Community Foundation (KACF) welcomes applications for grants from non-profit organizations, charities, health care organizations, and educational institutions that have been determined by the IRS **to be exempt** under **Section 501(c) (3) of the IRS Code**. Applicants **must** complete the KACF Foundations Grant Application Form, and submit it with all required documents.

Grant requests are considered in the fields of art and culture, community betterment, education, health, and human services. KACF's primary geographic focus for support encompasses Hancock County Illinois, Clark County, Missouri, and Lee County, Iowa but is not strictly limited to that area. Historically grants have been awarded in the range from a **few hundred dollars** to **\$10,000** (*but the Board might consider awarding a larger grant under special and unique circumstances*), and there may be occasions where the KACF Board may award partial funding to some grant applicants.

Successful applicants will have provided the following:

1. A complete KACF Grant Application Form and **7 copies** of your proposal.
2. A copy of the grant applicant's IRS determination letter establishing that the applicant is exempt under Section 501(c) (3) of the Internal Revenue Code. Even though the group signing the application must hold a determination letter from the Internal Revenue Service, that group may submit projects which include other groups so long as the applicant remains responsible for the administration of all grant funds distributed to it.

3. A grant proposal and applications and all supporting documents **MUST be postmarked on or before August 31, 2011.**

4. Under certain circumstances, applicants should be prepared for a site visit of their agency at the mutual convenience of the applicant and the KACF Grants Selection Committee. In addition, the Selection Committee and the KACF Board retain the option of holding an application open in order to request further information from the applying organization. The decision to request additional information is at the sole discretion of the Grant Selection Committee and/or the Board of Directors of The Keokuk Area Community Foundation.

5. An organization, which has previously received a grant, must, in order to be considered for a subsequent grant, complete and file with KACF,
 - The Grant Follow-up Report or pertinent Grant Follow-up information requested by the Executive Director of KACF,
 - and a Grant Budget Follow-up Report, pertinent Grant Follow-up information requested by the Executive Director of KACF, all of which will be presented to your organization upon receipt of a grant from KACF.

The failure to file the Follow-up Reports could prevent or delay consideration of future grants to any such recipient.