

# Community & Economic Development - Fund for Reno County - FY25

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*Hutchinson Community Foundation*

## *Project Basic Information*

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### **Grant Contact Name\***

Enter the full name of the person who is the primary contact on this grant request.

*Character Limit: 250*

### **Grant Contact Title\***

Enter the title of the person who is the primary contact on this grant request.

*Character Limit: 250*

### **Grant Contact Phone\***

Enter the phone number of the person who is the primary contact on this grant request.

*Character Limit: 15*

### **Grant Contact Email\***

Enter the email address of the person who is the primary contact on this grant request.

*Character Limit: 100*

## *Funding Request*

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### **Single or Multi-Year Request\***

Requests may be for one single year of funding or for multiple years of funding.

#### **Choices**

Single year

Multi-year

### **Total Cost of Project\***

Enter the total cost of the project for which you are seeking funding.

*Character Limit: 20*

### **Total Dollars Committed to Date\***

Of the total cost of the project, enter how much has already been committed by other sources of funding as of the submission of this request.

If you are requesting funding for the entire cost of the project, please enter 0.

*Character Limit: 20*

### *Single Year Request*

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#### **Amount Requested\***

Enter the amount you are requesting for one year of funding from the Fund for Reno County. (Maximum request of \$50,000)

*Character Limit: 20*

### *Multi-Year Request*

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#### **Amount Requested per Year\***

Enter the amount you are requesting from the Fund for Reno County per year. (Maximum request of \$50,000)

*Character Limit: 20*

#### **Number of Years\***

Enter the number of years for which you are requesting funding from the Fund for Reno County.

Minimum: 2 years

Maximum: 5 years

*Character Limit: 1*

#### **Rationale**

Explain the value or benefit that multi-year funding would provide to your project.

*Character Limit: 500*

### *Fiscal Sponsorship*

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#### **Is the applicant organization a 501(c)(3), church, or municipal entity?\***

Per IRS regulations, Hutchinson Community Foundation may only grant to 501(c)(3) public charities, municipalities or government agencies, or religious institutions recognized as public charities by the IRS.

#### **Choices**

Yes

No

## *Fiscal Sponsor Information*

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Click "Collaborate" in the upper right corner of the screen and enter the email address of the fiscal sponsor executive director/authorizing official to invite them to "edit" this request, complete the information in this fiscal sponsor section, and sign their name in the field below.

For a tutorial, click [here](#).

### **Fiscal Sponsor\***

Hutchinson Community Foundation may make a grant to a fiscal sponsor to further its charitable work by assisting in and supporting programs and projects of a non-501(c)(3) organization that is consistent with the mission of the fiscal sponsor.

Provide the name of the organization serving as fiscal sponsor for this project.

*Character Limit: 250*

### **Fiscal Sponsor Federal EIN\***

Provide the Federal EIN for the fiscal sponsor organization.

*Character Limit: 20*

### **Fiscal Sponsor Mission**

Provide the mission statement for the fiscal sponsor organization.

*Character Limit: 250*

### **Fiscal Sponsor Contact Person\***

Provide the name of the fiscal sponsor's executive director or authorizing official who will be responsible for the fiscal sponsor partnership and agreement.

*Character Limit: 250*

### **Fiscal Sponsor Phone\***

Provide the phone number for the fiscal sponsor contact person.

*Character Limit: 250*

### **Fiscal Sponsor Email\***

Provide the email address for the fiscal sponsor contact person.

*Character Limit: 250*

### **Fiscal Sponsor Signature\***

By signing this fiscal sponsor agreement, the fiscal sponsor/grantee agrees to the following conditions:

- The fiscal sponsor's Board of Directors (or equivalent governing body) has agreed to be the fiscal sponsor for the applicant/sub-grantee.

- The fiscal sponsor will review the applicant/sub-grantee proposal prior to its submission to Hutchinson Community Foundation.
- If the applicant is awarded the grant, the fiscal sponsor agrees to retain complete control and discretion over the applicant/sub-grantee funds received from the Hutchinson Community Foundation and the purpose of the grant.
- The fiscal sponsor agrees to retain records about how the grant was used and submit reports on grant expenditures.
- This agreement will remain in effect until the fiscal sponsor contacts Hutchinson Community Foundation in writing to request the termination of this agreement.

*Character Limit: 250*

## *Project Overview*

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### **Project Name\***

Enter the name of the project for which you are requesting funding. For example: Power to the Playground: Adding Electrical Outlets for Increased Usability.

*Character Limit: 100*

### **Purpose Statement\***

Provide a one-sentence description of what the project will accomplish, how, and why.

*Character Limit: 250*

### **Project Start Date\***

*Character Limit: 10*

### **Project End Date\***

*Character Limit: 10*

### **Reno County Impact\***

Estimate the number of Reno County residents who may benefit from this project.

*Character Limit: 10*

## *Project Narrative*

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### **Vision\***

Describe the vision--the desired future--you are working to achieve in Reno County.

*Character Limit: 1500*

### **Project Summary\***

In the context of that vision, provide a summary of the proposed project, including:

- the specific need you are working to address with this project
- how you know now is the right time for this project, including any pertinent data
- what activities will be involved
- the impact this project may have on progress toward your vision

*Character Limit: 2500*

### **Project Co-Creation and Partnerships\***

Tell us about the process of coming up with your project, including:

- how people impacted by the project have been included in defining the purpose, potential solutions, and success
- what existing support you have from clients, partners, and other community members
- the people and/or organizations who are collaborating on this project and what that collaboration entails.

*Character Limit: 2500*

### **Signs of Progress\***

How will you know if you are successful? Explain how you will measure and evaluate the progress this proposed project helps make toward your vision.

*Character Limit: 1500*

### **Sustainability\***

Describe your plans for sustainability of this project, if necessary, beyond the grant period.

*Character Limit: 1500*

### **Supporting Documents**

Upload up to three documents or media items that would be helpful for the Grants Committee to view in order to have a better understanding of the scope and potential of your project. This might include a project brochure, a video of a client expressing support, architectural drawings, etc.

*File Size Limit: 5 MB*

*File Size Limit: 5 MB*

*File Size Limit: 5 MB*

## ***Project Budget***

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### **Budget Form**

List all estimated or anticipated expenses and funding sources for the total cost of the project.

List the Fund for Reno County as the funding source on the budget lines for which you are



| Board Member Full Name | Role on Board | Year Board Service Began |
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*Signature: Executive Director or Authorizing Official*

Click "Collaborate" in the upper right corner of the screen and enter the email address of the applicant organization's executive director or authorizing official to invite them to "edit" this request,

review the grant proposal, and sign their name in the field below.

For a tutorial, click here.

### **Executive Director / Authorizing Official\***

With this signature, the Executive Director or Authorizing Official of the Applicant Organization has approved the submission of this grant proposal. <https://support.foundant.com/hc/en-us/articles/4523887747223>

*Character Limit: 250*

### ***Signature: Board Chairperson***

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Click "Collaborate" in the upper right corner of the screen and enter the email address of the applicant organization's chairperson of the Board of Directors to invite them to "edit" this request, review the grant proposal, and sign their name in the field below.

For a tutorial, click here.

### **Board Chairperson\***

With this signature, the Chair of the Board of Directors of the Applicant Organization has approved the submission of this grant proposal.

*Character Limit: 250*