



Application Instructions for:

- ❖ WYCF Competitive Grants
- ❖ Kemmerer Foundation Fund Grants
- ❖ McMurry Competitive Library Grants
- ❖ Sykes Endowment Fund Grants
- ❖ Upper Green River Sustainable Community Endowment Fund Grants

Eligible Organizations

Grants are made to nonprofit organizations exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code and to public/governmental agencies. Grants are not made to individuals.

Application Deadlines and Written Notification

- ❖ WYCF Competitive Grants:
 - ◆ Applications due July 1, written notification by October 15
 - ◆ Applications due November 1, written notification by March 15
 - ◆ Applications due March 1, written notification by June 15
- ❖ Kemmerer Foundation Fund Grants:
 - ◆ Applications due November 1, written notification by June 15
- ❖ McMurry Competitive Library Grants:
 - ◆ Applications due July 1, written notification by October 15
 - ◆ Applications due November 1, written notification by March 15
 - ◆ Applications due March 1, written notification by June 15
- ❖ Sykes Endowment Fund Grants:
 - ◆ Applications due July 1, written notification by October 15
 - ◆ Applications due November 1, written notification by March 15
- ❖ Upper Green River Sustainable Community Endowment Fund Grants:
 - ◆ Applications due July 1, written notification by October 15
 - ◆ Applications due November 1, written notification by March 15

Application Forms

As outlined in the Application Format section (please see below), there are *required* forms that must accompany your application. If you received a hardcopy of these instructions, the forms should be in this packet. If you are downloading the information from the WYCF website, you will find the link for these forms on the same webpage as these instructions.

Application Format

1. Application Cover Sheet

- a. Complete the *Application Cover Sheet*.
- b. Some definitions that may assist you in completing the cover sheet correctly:
 - ♦ ***Organization Description***: Please describe your organization's mission, staff, and any other pertinent agency information.
 - ♦ ***Program or Project Title***: Provide a concise, one-phrase title that encapsulates the central theme of the project.
 - ♦ ***Proposal Summary***: Distill the essentials from the "Application Narrative," so that the reader can get an overview of the project. The summary should be able to stand on its own as the official description of your proposed project. Please do not exceed 400 words.

2. Application Narrative

- a. Complete the *Application Narrative Section*.
- b. Please limit this section to three (3) pages.

3. Financial Information

- a. Complete the *Agency Budget Form* which includes figures for both the:
 - ♦ Current fiscal year *and*
 - ♦ Previous fiscal year.
- b. Complete the *Project Budget Form*:
 - ♦ For Applications requesting general operating support: complete the *Project Budget Form* for the year in which funding is requested.
 - ♦ For Applications requesting program/project support: complete the *Project Budget Form* for the particular program or project.
- c. Attach all required *Financial Statements* according to the parameters outlined below. Based upon total revenues, the application must include one of the following:
 - ♦ For annual revenues greater than \$300,000, an audit or financial review by a Certified Public Accountant that includes:
 1. Income Statement
 2. Balance Sheet *and*
 3. Statement of Cash Flows for your organization's most recently completed fiscal year.
 - ♦ For annual revenues less than \$300,000, please include:
 1. Income Statement
 2. Balance Sheet *and*
 3. Statement of Cash Flows prepared by your organization for your most recently completed fiscal year.

4. Required Attachments

- a. List of Board members and their professional affiliations
- b. List of key employees, including position and length of employment
- c. Letters of support from cooperating organizations
- d. Copy of 501 (c)(3) determination letter from the Internal Revenue Service
- e. Final Report for previously funded grant, if applicable.

Instructions for Submitting an Application

Mail the original and five (5) copies of the complete application, including all attachments, to the address below. Do NOT:

- ◆ Bind applications
- ◆ Put applications in three-ring binders, folders, or covers
- ◆ Make your application double sided
- ◆ Staple any part of the application, please use paper clips

Please Mail to:

Wyoming Community Foundation
Program Staff
313 S. 2nd St.
Laramie, WY 82070

Applications must be received at the WYCF Laramie office by 5:00 pm on the deadline date.

Applications sent by fax or e-mail will not be considered.

If you need further clarification of these instructions or have any other questions, please feel free to call us at 1-866-708-7878 or 1-307-721-8300.

Checklist:

- ___ Application Cover Sheet with authorized signatures.
- ___ Application Narrative
- ___ Financial Information:
 - ___ Agency Budget Form
 - ___ Project Budget Form
 - ___ Financial Statements (as appropriate to size of organization's revenues)
- ___ Required Attachments:
 - ___ List of Board Members and their professional affiliations
 - ___ List of key employees including position and length of employment
 - ___ Letter(s) of support from any cooperating organizations
 - ___ Copy of your 501 (c)(3) IRS determination letter
 - ___ Final Report for previously funded grant (if applicable).
- ___ Mail Application:
 - ___ Include original completed application plus five complete copies.
 - ___ In such a manner as to ensure that it reaches the WYCF Laramie office by 5:00 pm on the deadline date.