



# St. Croix Valley Foundation

## Grant Application Cover Sheet

**Name of organization**

**Geographic area served**

**Address**

**City, State, Zip**

**County**

**Name of contact person**

**Title**

**Phone**

**Fax**

**Email address**

**Is your organization an IRS 501(c)(3) not-for-profit organization?**  Yes  No **EIN Number**

*If no, you must designate a fiscal agent. Please list the fiscal sponsor's name, address, phone number, EIN number and the name of the contact person responsible for this grant proposal on the next page. Note: Applicants for Music Education grants do not need a fiscal sponsor if they are a public school.*

**Which grant program are you applying for?**

*Please review the grant guidelines and eligibility requirements for each grant program at [www.scvcf.org](http://www.scvcf.org)*

**Music Education**  
*Due Oct. 4, 2010*

**Valley Arts Initiative**  
*Due Oct 4, 2010*

**Health & Wellness**  
*TBD – Mar 1, 2011*

**Other**  
*Due Oct 4, 2010; Mar 1, 2011*

**Project title**

**Start & end dates**

**Amount requested**

**Total project cost**

**Total annual organization budget**  
*(Not required for Music Education grants)*

**Project summary** *Please provide two or three sentences summarizing the project; text must fit this space:*

### Certification

**Signature** of the applicant organization certifies that if awarded a grant, the organization will:

- Carry out the activities and expend grant funds as described in the proposal, to the best of their ability.
- Submit significant changes in the scope or budget of the project to the foundation for approval.
- Complete a written report within 60 days of the completion of the project.
- Acknowledge the St. Croix Valley Foundation's role in supporting the organization in communications with their board and the public.
- Provide copies of all publicity, press releases or promotional materials. If available, provide photos in digital format.

*Please sign the next page*

**Signatures by Applicant Organization:**

**Contact person** (signature and date): \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Board Chair and/or Principal Headmaster** (signature and date): \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

Applicants for Music Education grants please also provide:

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature by Fiscal Agent:**

*If an applicant does not have 501(c)(3) status with the IRS, the grant must be administered by a fiscal agent. The fiscal sponsor should sign below and a copy of the fiscal agent's 501(c)(3) IRS tax determination letter, budget and financial statements must be included with the proposal. Note: Applicants for Music Education grants do not need a fiscal sponsor if they are a public school.*

**Contact Person** (signature and date): \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

<b>Address</b>	<b>City, State, Zip</b>	<b>County</b>
<b>Phone</b>	<b>Fax</b>	<b>Email address</b>
<b>Organization EIN Number:</b>		

**Proposal Checklist**

- Cover sheet signed by board chair and/or school principal/headmaster (and fiscal agent if necessary)  
**Note: Applications without signatures will not be considered.**
- 1-3 page proposal narrative
- Project budget
- 501(c)(3) tax determination letter (Required for all organizations, except public schools)
- For Nonprofit Management Assistance Grants:** If requesting funds for a consultant, include the consultant's resume and their cost estimate. If a consultant has not been identified, include a description of your intended process for selecting a consultant.
- For Music Education Grants:** Provide bids if requesting instruments or equipment.

**Financial Attachments** (Required for all grant programs, except for Music Education grant applications)

- Organization financial statement for year most recently completed
- Organization budget and financial statement for year to date
- Submit a total of **eight** copies (the original and seven copies) of this form, the proposal narrative, the project budget and other attachments and **one** copy of financial attachments to:

**St. Croix Valley Foundation**  
516 Second St., Suite 214,  
Hudson, WI 54016-0039

**Due October 4, 2010**  
5:00 p.m.

Music Education  
Valley Arts Initiative  
Other

Funding decision made Dec 2010

**Due March 1, 2011**  
5:00 p.m.

Health and Wellness (TBD)  
Other

Funding decision made May 2011

# St. Croix Valley Foundation

## Proposal Narrative

Describe your project using the following outline. Respond to sections I – VI below and limit your narrative to three pages total. **Important: Please read the directions carefully. For some items, special instructions are outlined for each grant program. Please note that guidelines for our new Health and Wellness grant program won't be available until Nov 2010.**

### **I. Organization Information** (up to a half page, maximum)

**Music Education:** Identify the school and school district as well as the number and grade level(s) of students that will benefit from this project.

**All other grant programs:** Provide your mission statement and a brief history of your organization.

### **II. Situation or Opportunity**

**Nonprofit Management Assistance:** Why is this project needed? Describe a situation or issue that pertains to your organization, rather than the community as a whole.

**All other grant programs:** Why is this project needed? Describe the situation, opportunity or issue this project will address.

### **III. Project Description**

**Valley Arts Initiative:** Describe the project for which you are seeking funds, including goals, key activities and timeline. Also describe the public service activity you will provide and identify where that activity will be conducted. How will people find out about your project and/or what will you do to get your project to them?

**Nonprofit Management Assistance:** Describe the project for which you are seeking funds, including goals, key activities and timeline. What groundwork has the board and staff done to prepare for this project? e.g., What type of self-assessment or planning have you done? How will the board be engaged?

**All other grant programs:** Describe the project for which you are seeking funds, including goals, key activities and timeline.

### **IV. Impact**

**Music Education:** How will this project have an impact on the students participating in the program? How will it contribute to music education programming in the St. Croix Valley?

**Valley Arts Initiative:** How will this project benefit the community beyond its artistic or entertainment value?

**Nonprofit Management Assistance:** How will this project strengthen your organization or its ability to fulfill its mission?

**All other grant programs:** How will this project benefit the people or community in which it occurs?

### **V. Evaluation**

**All grant programs:** Describe the methods you will use to determine whether you met your project goals.

### **VI. Personnel**

**All grant programs:** Who is involved in this project? Who is responsible? Why are their qualifications right for this project?

### **VII. Project Budget**

**All grant programs:** Attach a detailed project budget that lists each budget item separately and shows how this amount was determined (e.g. *cost per day, cost per number of items, etc.*) Also identify the source of additional funding required and whether the funding is secured or pending (*applicants are required to use the budget form provided*):

**Music Education:** Follow directions for "all grant programs" above. In addition, please provide bids for equipment and/or instruments.

**Valley Arts Initiative:** Follow directions for "all grant programs" above. In addition, please also:

- Identify other funds already requested or received from the Wisconsin Arts Board, if any.
- Identify other cash income equal to 50% of the amount requested.