



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

Music Education
Due Oct. 3, 2011

Valley Arts Initiative
Due Oct 3, 2011

Health & Wellness
Due Feb 27, 2012

Other
Due Oct 3, 2011; Feb 27, 2012

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: _____

Address	City, State, Zip	County
Phone	Fax	Email address
Organization EIN Number:		

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

Other Attachments:

- 501(c)(3) tax determination letter (Required for all organizations, except public schools)
- A list of board members and their affiliations (Required for all organizations, except public schools)
- For Music Education Grants:** Provide bids if requesting instruments or equipment.

Financial Attachments (Required for all organizations, except public schools)

- 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 3, 2011
5:00 p.m.

Music Education
Valley Arts Initiative
Other

Funding decision made Dec 2011

Due February 27, 2012
5:00 p.m.

Health and Wellness
Other

Funding decision made May 2012

Proposals sent by fax or email will not be accepted

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.**

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.

Valley Arts Initiative: Provide your mission statement and a brief history of your organization.

Health & Wellness: This grant program is open to schools and nonprofit organizations. If a school, please identify the school, school district and grade level of students that will benefit. If a nonprofit, please provide your mission statement and a brief organizational history.

II. Situation or Opportunity

Health & Wellness: Why is this project needed? Describe a situation, opportunity or issue this project will address using demographic information or key statistics. Who will this project reach?

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?

Health & Wellness: Describe the project for which you are seeking funds including measurable outcomes, key activities and timeline (When considering your expected outcomes, think about # of participants served, # of calories burned or # hours of activity, for example. Or consider changes you might see, e.g. changes in attitudes, knowledge, skills or behaviors)

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?

Health & Wellness: What changes/outcomes will result from this project? How will this project improve access to healthy foods for children, youth and families? Or, how will it create opportunities for outdoor physical activities for children, youth and families in the gardens, forests, parks, trails, rivers or lakes of the St. Croix region?

V. Evaluation

Health & Wellness: Applicants are expected to define and measure project outcomes in section III above. Describe the methods you will use to measure the outcomes identified.

All other 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.