

**WAUPUN COMMUNITY FUND
GRANT INFORMATION, LIMITATIONS, AND GUIDELINES**

The Waupun Community Fund (WCF) is affiliated with the Fond du Lac Area Foundation, and is dedicated to improving the quality of life in our geographic area. We have limited funds available for our unrestricted grants. Please consider these limitations when making your request. **The WCF will only consider grants that are in the range of \$500-\$5,000. Asking for more money than is needed does not mean that you will get more funding.** Grants are awarded to programs that aim to make a distinct positive difference in the quality of life of a significant number of Waupun citizens or the community as a whole.

The WCF tends to favor projects that:

- propose practical solutions to current community needs
- promote cooperation among agencies without duplicating services
- stimulate others to participate in problem solving
- promote volunteer involvement
- strengthen an agency's effectiveness

Because of limited resources, the WCF cannot respond to all worthwhile causes. In general, the WCF does not support:

- building funds
- capital campaigns
- religious organizations for religious purposes
- political parties
- endowments and debt reduction
- scholarly research
- annual fundraising drives or sponsorship of events
- travel grants
- projects outside the local zip code of 53963

When applying for a grant, include the following information:

- 1) Completed WCF grant application. (See page 2)
- 2) A statement containing the following information: (3 pages or less)
 - Summary of the project or proposal. (Include Agency Budget and Project Budget)
 - Other principal sources of support. (Both confirmed and potential)
 - Outcomes of the project - Who will be better off, and how, at the end of the project?
 - If the project will be continued, how will it be supported in the future?
 - How are you working collaboratively with other local organizations to use your funding sources effectively to provide benefit to the people you are serving?
- 3) A copy of the IRS Federal Tax Exemption determination letter. [501 (c) 3]
- 4) A complete list of the organization's officers and directors.

The grants committee will adhere to the following grants schedule:

April 30, 2024 is the grant request deadline for consideration at the May/June 2024 Board Meeting.

Donations for the Waupun Community Fund can be directed to the address below addressed to Fond du Lac Area Foundation with Waupun Community Fund in the memo line.

Send the completed information to: **Waupun Community Fund**
114 Washington Ave.
Waupun, Wisconsin 53963
or via Email: waupuncommunityfund@gmail.com
Questions: Phone 920-324-2530 (Adam)

You will be notified of the decision from the Waupun Community Fund Board.

WAUPUN COMMUNITY FUND GRANT APPLICATION

COMPLETE THE FOLLOWING:

Date Submitted _____

Organization Name _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Email Address _____

Contact Person _____ Title _____ Phone _____

Amount Requested _____ Duration of Project - From: _____ To: _____

Total Project Budget _____ When are funds needed? _____

Agency Information

Date established _____ EIN _____ Number of full-time employees _____

Description of the project or program for which funding is requested (50 word maximum):

General description of organization and purposes, with an indication of population served, (including numerical estimates for the last year):

Total operating expenses for the past fiscal year \$ _____ for current year \$ _____

Has this request been authorized by the organization's governing body? Yes ___ No ___ When? _____

This application must be signed by the president or another officer of the organization's governing body:

Signature

Title

*Send this application with the required Statement, IRS determination letter, & list of officers and directors as explained on page 1 of *The Grant Information Limitations and Guidelines*.