

Committee use only:  
# \_\_\_\_\_

Time/date rec'd: \_\_\_\_\_

App/denied status: \_\_\_\_\_

Amount approved \$ \_\_\_\_\_

Check # \_\_\_\_\_ date sent: \_\_\_\_\_

G/A rec'd: \_\_\_\_\_ POP Rec'd: \_\_\_\_\_

1st notice: \_\_\_\_\_ 2nd: \_\_\_\_\_



## Official Fairfield Cultural Trust Fund Grant Application

Administered by the Fairfield Cultural Alliance

All applications must be submitted on this form.

(The only attachments allowed are estimates, quotes and Letters of Determination)

**Note: You must provide verification of your organization's non-profit status.**

**Application deadline: June 1, 2011 (postmarked as of June 1, 2011)**

Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

I. Describe how these grant funds are to be used.

II. Explain how these funds will be used to enhance your organization's operation.

III. List projected expenses for this request. How are cost estimates determined?

**Attach any available quotes for this purchase. LIMIT ATTACHED ESTIMATES TO ONE PAGE.**

IV. **Briefly** tell about your organization. (Include whom your organization serves, any benefits to residents of Jefferson County and the number of residents who will be affected by the awarding of this grant. (Use this form ... no attachments).

V. Please attach a copy of the organization's most recent balance sheet, statement of revenues and expenditures, and the future sustainability plan.

VI. Are you incorporated?  Yes  No. Are you tax-exempt?  Yes  No

**You must provide verification of your organization's non-profit status. Provide us with a letter of determination from the IRS on your 501(c)3 status if you have applied for and received one. Attach a copy of the letter to this application. (This is NOT your tax-ID number). If you are a city/county entity, a verification letter is required to be attached to this document.**

**Applications will not be considered unless there is an IRS Determination Letter attached to the application, whether 501(c)3 status, an organization sponsored by a City or County government, etc.**

VII. Can your organization complete your project if the Fairfield Cultural Trust Fund funds only part of your grant request?  Yes  No

**Write in the EIN (Employer Identification Number) \_\_\_\_\_ (also known Tax ID#) of your organization. (This number is NOT your IRS Status).**

Budget Summary:

Grant Request Amount: \_\_\_\_\_ % \_\_\_\_\_

Other Funds: \_\_\_\_\_ % \_\_\_\_\_ Are other funds committed? \_\_\_ Yes \_\_\_ No

Other Funds: \_\_\_\_\_ % \_\_\_\_\_ Are other funds committed? \_\_\_ Yes \_\_\_ No

Applicant Funds: \_\_\_\_\_ % \_\_\_\_\_ Are Applicant funds committed? \_\_\_ Yes \_\_\_ No

Total Project Cost: \_\_\_\_\_ % 100%

Have you or anyone else in your organization applied for funds for this project from any other sources?

\_\_\_ Yes \_\_\_ No

If Yes, how much? \_\_\_\_\_ Was the request approved? \_\_\_\_\_

If rejected, why?

If this Grant Request is funded, who will operate and maintain the project?

**Signed** \_\_\_\_\_ **Title** \_\_\_\_\_

**Completed & signed application should be mailed and postmarked no later than June 1, 2011**

**Mail to:** Fairfield Cultural Alliance, %Michael Halley, 404 N. Main Street, Fairfield, IA 52556

**The organization's IRS Determination Letter MUST accompany this application as stated above. No exceptions.**

**Deadline: June 1, 2011 (postmarked as of June 1, 2011)**

**The following two pages do not need to be attached to your Application**

**The Fairfield Cultural Trust Fund** was established in 2006 by the Fairfield Cultural Alliance in collaboration with The Greater Jefferson County Foundation.

The goals of the Cultural Trust Fund are to assist qualified organizations in providing cultural, civic, and educational programs, encourage individual and corporate involvement through gifts and bequests, and to administer and invest funds for the creation of perpetual opportunities and services.

Grant applications will be reviewed on the following criteria:

- Benefit to cultural tourism of Jefferson County
- Benefit to and number of residents in Jefferson County who will be affected
- Past grants to your organization
- Grants from the Cultural Trust will be used for programming and operations
- Preference may be given to events/programs within the state-designated Cultural District

**Policy: Non-discrimination**

The policies and practices of the Fairfield Cultural Alliance are to carry out all lawful and permitted functions without discrimination because of race, creed, color, religion, age, sex, national origin, or physical or mental disability, and to treat them equally with respect to opportunities for participation as Fairfield Cultural Alliance officers, directors, employees or agents and as citizens benefiting from or consideration for benefit of the services, grants, programs and activities consistent with the lawful purposes and functions of the Fairfield Cultural Alliance.

**Policy: Gender Neutrality**

It is the policy of the Fairfield Cultural Alliance all citizens participating in Fairfield Cultural Alliance services, grants, programs and activities, as well as officers, directors, employees and agents have the right to function in an environment free from all forms of harassment or gender based bias or prejudice. The Alliance does not condone, and will not tolerate any harassment or gender based bias or prejudice. The Fairfield Cultural Alliance shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment or gender based bias or prejudice, sexual or otherwise.

**Policy: Americans With Disabilities Act (ADA)**

No qualified individual with a disability will be excluded from participation in the Fairfield Cultural Alliance services, grants, programs or activities on the basis of a disability. Information concerning this policy may be obtained in accessible formats by qualified persons with a disability by making appropriate arrangements.

# Grant Application Information

Official grant applications for non-profit organizations are available each year beginning May 1st from the Fairfield Cultural Alliance. You may download a PDF copy of the application from the Fairfield Cultural Alliance website, ([www.fairfieldculturaldistrict.org](http://www.fairfieldculturaldistrict.org)), or upon request a Microsoft Word copy of the application can be emailed to you. **Only official applications forms will be accepted.** The completed application forms must be sent to the Fairfield Cultural Alliance by mail to the address listed, postmarked no later than June 1.

An email will be sent to each applicant upon receipt of the grant application. If applicants do not receive an email, they should call the FCA contact person.

Grant applications will be reviewed on the following criteria:

- Benefit to cultural tourism of Jefferson County
- Benefit to and number of residents in Jefferson County who will be affected
- Past grants to your organization
- Grants from the Cultural Trust will be used for programming and operations
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The applications will be reviewed by the Fairfield Cultural Alliance Grant Committee and recommendations will be made to the Board of Directors. All grant applicants will be notified as to their approval or denial. Recipients will be required to complete and sign a Grant Agreement before any grant funds will be disbursed.

A report describing the outcome of your funded project will be required.

Any additional questions should be directed to the attention of:  
Michael Halley, Vice-President of the Fairfield Cultural Alliance, by phone or mail.

Thank you for your interest in the Fairfield Cultural Alliance.

**All applications should be mailed to the Contact Person:**

Fairfield Cultural Alliance  
% Michael Halley  
404 N. Main Street  
Fairfield, IA 52556  
Phone: 641-233-0445

**Application Deadline:** June 1, 2011