

# Derby Community Foundation Community Enrichment Grants

## WHAT ARE COMMUNITY ENRICHMENT GRANTS?

Community Enrichment Grants are grants of up to \$2,500 made to grassroots non-profits and government entities doing innovative and meaningful work that fits within the Derby Community Foundation's mission and that enriches or responds to immediate needs within the community.. Community Enrichment Grants expand the Foundation's support to a broad range of organizations throughout the Derby area. The Foundation awards up to \$10,000 annually in two cycles per year using a competitive application process.

**Mission of Derby Community Foundation  
is to enrich the quality of life in the Derby area by being a catalyst for  
connecting people and resources with community needs and initiatives.**

The Community Enrichment Grants Program is competitive, because a limited amount of funding is available each year. As with any competitive process, the grants are awarded to the applicants whose projects best fit our mission. The Foundation regrets that funds are not available to recognize the meaningful work of all who apply.

## WHEN IS THE DEADLINE?

Application deadlines are **November 22** and **May 15** each year. Grant announcements are mailed by the Foundation within approximately 45 days following the application deadline.

## WHO IS ELIGIBLE?

Any tax-exempt, non-profit organization or government entity using the funds for a project meeting the Foundation's mission is eligible to apply. Specifically, organizations should meet the criteria shown below.

## WHAT ARE THE CRITERIA?

Projects must meet the Foundation's mission. In addition, the organization must be:

1. Classified as tax-exempt under section 501(c)(3) of the U.S. Internal Revenue Service Code, or a governmental entity
2. Provide services within the Derby USD 260 boundaries
3. Not a previous recipient of a Community Enrichment Grant within the past 12 months

Examples of organizations that may apply include:

- Schools, church groups, youth organizations (Girl Scouts, Boy Scouts, etc.)
- Government & Municipal Agencies (Police Department, Fire Department, Library, Senior Center, etc.)
- Civic Club or Organization (Rotary, Optimist, Lions, etc.)
- Public Foundations & Support Groups (Red Cross, Victory in the Valley, etc.)

## FUNDING LIMITATIONS

Funding will not be provided to support the following:

- Clinical or medical research
- Contributions to capital campaigns
- Organizations that practice discrimination by race, color, creed, sexual orientation, gender, age or national origin
- Operating deficits or retirement of debt
- Endowment programs are typically not funded
- Construction projects or real estate acquisitions
- Political projects of any kind
- Vehicles, such as vans or buses
- Programs that promote a specific religious denomination
- Projects that have received a Community Enrichment Grant in the past 5 years.

## DEADLINES/GUIDELINES

- The Derby Community Foundation does not provide funding to private foundations.
- Due diligence will be conducted to verify the non-profit status of your organization. Please be certain to include proper contact information so that this verification may occur.
- Grants are for amounts up to \$2,500.
- Application deadlines are **November 22** and **May 15** each year. All materials must be postmarked on the due date. When the due date falls on a weekend or holiday, applications are due by 5 p.m. the next business day.
- Please do not send more information than is requested. Pictures, videos, pamphlets, etc., will not be reviewed. (diagrams or photos embedded in confines of the description page are acceptable.)
- The Foundation strictly adheres to all deadlines.
- Incomplete, incorrect and/or unsigned applications will be returned.
- No faxed or e-mailed applications will be accepted.
- Grant recipients are selected by a panel of reviewers including Foundation board members and community representatives.
- The Foundation will not provide an oral or written explanation for denied applications.
- **Applications must be typed.**

## HOW DOES YOUR ORGANIZATION APPLY?

Complete this application form, attach the required documents and mail to:

COMMUNITY ENRICHMENT GRANTS  
DERBY COMMUNITY FOUNDATION  
P.O. Box 372  
DERBY, KS 67037

If you have questions, please call the Foundation at (316) 788-9815 or email at [admin@derbycf.org](mailto:admin@derbycf.org)

**Derby Community Foundation  
Community Enrichment Grant Application Form**

**For office use only**

Date Received: \_\_\_\_\_ Grant Number: \_\_\_\_\_

**APPLICANT ORGANIZATION INFORMATION**

**Content and available space must not be altered.**

**Applicant Organization Name:** \_\_\_\_\_

**Applicant Organization Tax ID #:** \_\_\_\_\_

- Applicant Organization is:**  501(c)(3) organization – Current IRS tax status letter must be included  
(Applicant Organization name must be exactly as shown on the 501(c)(3) letter)
- Government entity
- Church
- Youth Organization (Girl Scouts, Boy Scouts, etc.)

**Please supply information for the organization applying for the funds. The next page is reserved for Project Director information, which may differ.**

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Organization E-mail:** \_\_\_\_\_ **Web site:** \_\_\_\_\_

**Organization's President/Executive Director/Leader:** \_\_\_\_\_ **Title:** \_\_\_\_\_

What is the Mission/Purpose of Applicant Organization?

**To the best of my knowledge and belief, our status as a tax exempt organization is current and in good standing with the Internal Revenue Service. I certify that I am authorized to sign as fiscal agent for entity shown above:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Authorized Signature)

**INSTRUCTIONS**

Please submit **one original and 5 copies** (collated, stapled, and unfolded) of the following:

- Three-page application form signed by an authorized fiscal agent, including:
  - Applicant Organization Information (Page 1)
  - Project Information (Page 2)
  - Project Description (Page 3)
- List of Board Members (Board of Directors, Troop Leaders, Board of Education, etc., as applicable to the applicant organization)
- Current Internal Revenue Service 501(c)(3) tax status determination letter in the name of the applicant organization shown above, if applicable; or tax ID number

**Derby Community Foundation  
Community Enrichment Grant Application Form  
PROJECT INFORMATION**

**Please supply the following information about the project and project director/contact person.**

Project Title: \_\_\_\_\_  
Project Director/Contact Person: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Project Director/Contact Person E-mail: \_\_\_\_\_  
Project Duration: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Target Population of the project (include number served): \_\_\_\_\_

**PROJECT QUESTIONNAIRE**

**Please keep answers limited to the space below. Applications that go over the space allotted will not be considered. Additional details can be provided in the "Project Description on page 3."**

1. What is the project mission?
  - 1a. How does the project meet the mission of the Derby Community Foundation?
2. What problems or needs of the target population does this project address? Why should it be addressed?
3. What will be the anticipated improvements in the target population or to the community as a result of this project? Please be precise about the expected impact of this project.

**PROJECT BUDGET**

**Budget Beginning Date:** \_\_\_\_\_ **Budget Ending Date:** \_\_\_\_\_

**TOTAL COST OF THIS PROJECT** \$ \_\_\_\_\_

**AMOUNT REQUESTED FROM DERBY COMMUNITY FOUNDATION:** \$ \_\_\_\_\_

LIMITED TO A MAXIMUM OF \$2,500

**DERBY COMMUNITY FOUNDATION BUDGET**

HOW WILL THE **REQUESTED** FUNDS BE SPENT? PLEASE PROVIDE DETAILS BELOW:

<b>Item description</b>	<b>Amount</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(Please attach additional sheet if necessary)

**TOTAL (should match amount requested from the Derby Community Foundation above):** \$ \_\_\_\_\_

**Derby Community Foundation**  
**Community Enrichment Grant Application Form**  
**PROJECT DESCRIPTION**

**In the space provided please outline the objectives for your project and your plan for accomplishing those objectives. Please limit to one page.**