

# Cairo Community Foundation Grant Application Guidelines & Procedures

The mission of the Cairo Community Foundation is to preserve and enhance the quality of life in the Cairo Community and assist donors in realizing their charitable goals.

1. A grant may be requested for the betterment of a group, club or organization for charitable, religious, educational or scientific purposes to preserve and/or enhance the quality of life in the community of Cairo Nebraska and surrounding area.
  - a. The Foundation is willing to consider any request for a grant which promises to make a significant contribution to the community of Cairo and surrounding area. Profit making enterprises and political activities are, of course, excluded.
2. Grant requests should be submitted by Feb 1 and August 1 for consideration at those meeting. A representative for the requesting grant should be present at the Board meeting to explain the grant and answer questions.
  - a. The application must be completed fully and include all required attachments and signatures before the grant will be considered.
  - b. The Board of Directors meets quarterly; February, May, August, and November. All Applications must be approved by the Board of Directors. A Grant Application is available on line at [www.cairocommunityfoundation.com](http://www.cairocommunityfoundation.com), or Village of Cairo Office. The application must be completed and sent (prior to the specific month) to the Cairo Community Foundation, P.O. Box 603, Cairo Nebraska 68824.
3. The application will be approved by majority.
4. Grant will be paid upon receipt of invoices. If complete funds are not requested within one year, the grant or balance of will be forfeited.

If you have any questions, please contact a Cairo Community Foundation Board member. Contact information can be found at [www.cairocommunityfoundation.com](http://www.cairocommunityfoundation.com)

# Cairo Community Foundation Grant Application

Name of Group, Club, or Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed program/event/project: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated number of people who will benefit: \_\_\_\_\_

**Amount of Grant Request: \$** \_\_\_\_\_ **Date Grant Needed:** \_\_\_\_\_

What is the total estimated cost for your project? \$ \_\_\_\_\_

If you are only requesting a portion of the total costs, where will the additional funds come from?

\_\_\_\_\_

\_\_\_\_\_

How much is your group/club/organization contributing towards this project? \$ \_\_\_\_\_

Are you applying for or receiving funding for this project from any other source?

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

If you answered Yes, please disclose the source and the amount you have received or

Expect to receive: \_\_\_\_\_ \$ \_\_\_\_\_

Expect to receive: \_\_\_\_\_ \$ \_\_\_\_\_

Expect to receive: \_\_\_\_\_ \$ \_\_\_\_\_

Is this request for a new project, program or item? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered No, how was this project funded in the past? (For example, by private donations, grants, your group's fundraising, etc.):

\_\_\_\_\_

**Attach the following to your application (FAILING to do so may disqualify your application)**

1. A short explanation of how this project will enhance the quality of life in the Cairo Community and surrounding area?
2. An itemized statement of all the cost of the project, including estimates (copies) received.
3. A statement describing your groups current participation in the community.

The Board of Directors would like a follow-up report at the Annual Meeting (posters, pictures etc.). This helps inform members of the activities supported by the Foundation.

Applicant Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cairo Community Foundation Signature of Approval:

\_\_\_\_\_ Date: \_\_\_\_\_ Amount to be Granted: \_\_\_\_\_

Distribution Record

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

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