



A fund of Galesburg Community Foundation

Knoxville Community Fund Grant Application Instructions

Instructions

Please adhere to the following guidelines when submitting a grant application:

- All parts and sections of the application must be answered in their entirety. ***Consideration of grant is jeopardized if questions are left unanswered.***
- Answers should be typed in the appropriate fields (this application is easily navigated by using the tab key, arrow keys or clicking on boxes with your mouse – instead of the return key). **Hand written applications will not be accepted.**
- Only the required information should be included.
- **Do not send cover letters or letters of support** with your application; all pertinent information should be typed into the appropriate sections of the application.

NOTE: Each request is thoroughly reviewed by the Advisory Committee of the Knoxville Community Fund. Those requests that involve additional funders and do not attempt to rely solely on KCF to support the project in its entirety will be looked upon most favorably.

Application submission

- Applications can be downloaded from the GCF website- www.YourGCF.org/grants.
- The application is a PDF form. Downloading the PDF application and saving it to your computer first and then entering the required information is strongly recommended. Remember to save often.
- Submit the application via email to chris.hroziencik@edwardjones.com.

After you submit your application

- Upon receipt of your grant application you will receive a confirmation email from Chris Hroziencik.
- If you have not received a reply within two working days, please call Chris Hroziencik at 309.388.0810.
- Applications will be reviewed the second Tuesday of each month. During the review process, we may schedule a phone conference, a site visit or a meeting to discuss your proposal.
- Please advise us if circumstances arise which affect any aspect of your request, such as securing matching funds, personnel or financial changes.

For questions contact Chris Hroziencik at chris.hroziencik@edwardjones.com or 309.388.0810.



Grant Application FAQ

What guidelines need followed when submitting a grant?

- The application must be completed in its entirety. Applications with missing information will not be considered.
- Only information requested on the application should be included. Additional information will not be reviewed.
- Hand written applications are not accepted.
- Applications must be completed and submitted via email to chris.hroziencik@edwardjones.com.

May an organization submit more than one application?

- No. Please only submit one application detailing one program request.

What types of grant requests will be accepted?

- The KCF grant opportunity is for programs, and/or programs/projects that encourage community pride in Knoxville.

What are key things the grant review committee looks for when approving a grant?

- A complete application.
- Requests involving additional funders and not attempting to solely rely on KCF's support are looked upon very favorably.
- The number of people impacted by the program

Can applications be mailed to Knoxville Community Fund?

- No. Applications are only available online (as a PDF) at Galesburg Community Foundation's website www.YourGCF.org/grants. Applicants are strongly recommended to download the form first, save it to their computer. Applications should be emailed to chris.hroziencik@edwardjones.com

What happens after I submit my application?

- Upon receipt of grant applications you will receive an email from Chris Hroziencik confirming receipt. If you do not receive a reply within two working days please contact Chris at 309.388.0810.
- During the review process, KCF Advisory Committee may schedule a phone conference, site visit or meeting to discuss the proposal in detail.
- Please advise KCF if circumstances impact any aspect of your request.

Who do I contact for assistance or more information?

- For general questions, contact Chris Hroziencik at chris.hroziencik@edwardjones.com or 309.388.0810.



A fund of Galesburg Community Foundation.

Knoxville Grant Application

The Knoxville Community Fund offers grants to shape the future and promote the well-being of the Knoxville community.

Organization Name _____

Contact Person _____ Title _____

Phone Number _____ Email _____

Program Name _____

Grant Amount Requested _____

General Organization & Operating Information

Briefly describe your organization.

Is your organization a _____ 501(c)(3) or _____ governmental organization?

If neither, explain _____

EIN # _____

Date Incorporated _____ Current annual operating budget _____

Head of organization _____ Title _____

Organization Address _____

City _____ State _____ Zipcode _____

Phone Number _____ Fax _____

Email _____

Program Narrative

Answers should address the specific grant you are seeking funding for.

Please summarize your project purpose, goals and objectives.

Please provide a brief description of your program.

Beginning program date: _____

Ending program date: _____

Briefly summarize your project budget and budget items for which you seek grant support.

How will you document results of your project/program so that they can be reported to the Knoxville Community Fund and Galesburg Community Foundation?

The undersigned hereby certifies that:

- The information included with this application is correct to the best of his/her knowledge.
- The IRS 501(c)(3) determination has not been revoked, canceled or modified.
- Funds will be used for the purpose outlined in the application as agreed to by both parties.

Signature _____

Date _____

Printed Name _____



A fund of Galesburg Community Foundation.

For KCF Purposes Only

Knoxville Community Fund Grant Distribution Recommendation

Organization Name _____

EIN # _____

Organization Address _____

City _____ State _____ Zipcode _____

Phone Number _____ Email _____

Program Name _____

Amount Recommended \$ _____

For GCF Purposes Only

Galesburg Community Foundation Signature _____

Date _____