

## SUPPORTING DOCUMENTS

It is important that an organization requesting funds include the following:

1. Federal tax exemption letter.
2. Financial statements (audited) for the most recent fiscal year.
3. Operating budget for the current year, including principal source(s) of income.
4. Copy of organization's by-laws.
5. If applicable, school-based grant requests must submit a written confirmation letter that the proposed program has been reviewed and accepted by the selected school district(s).
6. Return 9 copies of the completed application along with the application saved on a compact disc no later than 5 p.m. to:

Midlands Community Foundation  
945 North Adams Street, Suite 7  
Papillion, NE 68046.



## MISSION STATEMENT

The mission of Midlands Community Foundation is to benefit the diverse needs of the Sarpy and Cass county communities by providing financial support, involvement and service.

## BOARD OF DIRECTORS

### EXECUTIVE COMMITTEE

Karla Rupiper – President  
Randy Sump – Vice President  
Terri Scholting – Vice President, Advisory  
Kevin Dasher – Treasurer/Secretary  
Mary Gawecki – Past President  
Rita Ramirez – Member-at-Large  
John Sheehan – Member-at-Large

### BOARD MEMBERS

Janet Barna	Dr. Jim Langley
Julie Bear	Bonnie Miller
Brenda Carlson	Phil Pankonin
Linda Clatterbuck	Lee Polikov
Jan Davis	Jeff Renner
Bob Frederick	Dr. Kevin Riley
Mary Beth Harrold	

### STAFF

Tonee Gay, Executive Director  
Diane Knicky, Executive Assistant



## GRANT INFORMATION

*Investing in the  
Power of Community*



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945 North Adams Street, Suite 7  
Papillion, NE 68046  
(402) 991-8027 ♦ Fax: (402) 991-8047  
[www.MidlandsCommunity.org](http://www.MidlandsCommunity.org)

## GENERAL INFORMATION

The Midlands Community Foundation Grant Program provides an opportunity for not-for-profit charitable organizations to secure financial assistance for programs or projects which will enhance and improve the quality of life for the residents of Sarpy and Cass counties.

For the past 30 years, Midlands Community Foundation has enriched many local organizations through its grants. The Foundation has placed an emphasis on prevention and education.

This information will provide the potential grant recipient with both a general description of our grant program and the answers to frequently asked questions concerning grant requests. It also explains our policies, priorities, deadlines and other facts you will need to know about the way we make our decisions.

*We encourage you to read the following information before preparing an application for a grant.*

## PRIORITIES

The Foundation has a strong commitment toward programs benefiting health, art, culture, community, education, economic development, and human services. Grant requests will be based upon the needs of our service area without regard to economic status or race.

## ELIGIBILITY CRITERIA

Organizations seeking Foundation funding must meet the following criteria:

1. The organization must provide services in the Foundation's geographic area, specifically Sarpy and Cass counties, to be considered for support.
2. The organization must qualify as a non-profit federally tax exempt 501(c)(3) organization under the regulations of the United States Internal Revenue Service.
3. The Foundation does **NOT** provide grants for:
  - ◆ Routine general operating expenses, deficit reduction or general or administrative overhead expenses.
  - ◆ Direct aid to individuals/families.
  - ◆ Projects of religion-based organizations (unless the project is secular and does not give priority or preferential treatment to the religious organization or its members).
  - ◆ Political organizations or projects.
  - ◆ Dinners, tickets, conferences.
  - ◆ Tax supported activities identified by the Foundation as being the responsibility of federal, state and local governments.
  - ◆ As a general rule, organizations with an "active" grant may not apply. An "active" grant is a grant that has been received but not expended. This grant will not be considered "closed" until a final report has been received on the project or organization for which the grant was provided.

## APPLICATION PROCESS

**Deadlines for Application are February 1 and August 1**

1. Complete a Midlands Community Foundation **Grant Application Form**, available by request 402-991-8027 or by visiting our website [www.MidlandsCommunity.org](http://www.MidlandsCommunity.org).
2. A grant application form **must** be completed if the requested amount is greater than \$1,000.
3. All applications must be typed or printed from an electronic application (Microsoft Word or Acrobat PDF). No handwritten grant proposals will be considered.
4. All questions on the application form need to be answered. Supporting documents are required.
5. Applications must be mailed or hand delivered. No faxes or emails will be accepted.
6. Applicants should plan on 60 days for processing. Grants are awarded two times annually in:
  - ◆ April for February deadline
  - ◆ October for August deadline
7. The grant recipient will be:
  - ◆ required to sign a grant agreement and provide a detailed report as to how the funds were expended.
  - ◆ responsible for arranging appropriate publicity regarding the receipt of the grant.
8. Misuse of funds will result in a recall of the grant and ineligibility for future grant support. The Foundation regrets that it is unable to fund all of the worthwhile requests it receives.
9. An organization may only submit one grant application per grant application period.