

Apply for a Grant

At the Cascade Community Foundation (CCF), we believe that Cascade and the Greater Forest Hills Area is a place to belong, not just a place to be. *The CCF awards grants to organizations that assist in fulfilling its mission to create an exceptional community with neighbors who are connected and care.* If you are interested in receiving a grant, and you feel your project meets the following criteria, please submit a request.

The Grant Committee of the CCF will evaluate each grant request based upon all supplied facts and circumstances, including the following guidelines:

- Does the grant request fit the criteria for one or more of our community funds listed below?

Nurturing Neighbors: <i>Community Benefit Fund</i>	Enhancing Places: <i>Community Enhancement Fund</i>	Connecting Community: <i>Community Activities/Entertainment Fund</i>
<p>People and their quality of life are the heartbeat of our community. The well-being of just one neighbor affects so many, from their own family to the broader community. The Community Benefit Fund provides support to the essential physical and emotional needs of our neighbors to help ensure all Cascade community members feel safe and have opportunities to make healthy choices.</p>	<p>In Cascade, open spaces and wooded environments are more than just scenery. The Community Enhancement Fund helps make these places hubs of activity where neighbors can live and play – redefining “home” as much more than a place with four walls.</p>	<p>When neighbors connect, communities take root. Grants from the Community Activities/Entertainment Fund, help neighbors come together to share stories and enjoy the treasures that make our community great.</p>

- Does the grant encourage community involvement and community pride?
- Does the grant serve a broad segment of residents in Cascade and the Greater Forest Hills Area?
- Are there alternative sources of funding for the grant request or have you secured matching funds? **Collaboration with other funding sources is highly encouraged.**
- Does the grant provide a clear description/budget on how grant funds will be used or what will be purchased? A grant request budget must be received with grant request or request will be denied.
- Is the grant request to continue funding of an existing program?
- Does the grant fund an expansion or duplication of an already successful program?
- There must be a sustainability plan in place for proposed projects or programs.

- Programs will not be funded retroactively.
- Due to limited resources, the CCF does not consider more than one proposal from the same organization within a 12 months period.
- Typical grants are in the range of \$100 to \$5,000.
- Any indication of interest initiated by a CCF member shall not be construed as a commitment in support of the request.
- **Final Grant Evaluation and Expenditure Report (found at bottom of page) must be received by Foundation within six months from date of grant award.**
- While the Cascade Community Foundation encourages creative and innovative projects, it generally does not support:
 - Individuals
 - Political projects
 - Religious organizations
 - Profit-making activities
 - Annual operating funds or debt reduction of organizations

Based on review, the Grant Committee will take one of three actions:

1. Approve the application for full or partial funding
2. Return the application with suggestions for resubmitting
3. Deny the request

Please be advised if your grant is approved and any change to the original grant occurs for any reason, the grant must be re-submitted to the Foundation for re-evaluation.

Grant Timeline

Spring/Summer Grants:

January – Spring/Summer Grant application period opens. Grants accepted through mid March.
 March 15 – Grant Application deadline
 March/April – Grant Review Committee meets
 April – Recommendation from Grant Committee to CCF Board
 Late April – Grant notification letters sent to recipients

Fall/Winter Grants:

June – Fall/Winter Grant application period opens. Grants accepted through mid August.
 August 15 – Grant application deadline
 August/September – Grant Review Committee meets
 September – Recommendation from Grant Committee to Foundation Board
 Late September – Grant Notification letters sent to recipients

How to Apply

Submit the following items:

- Completed **Grant Application** and **Grant Budget Proposal Worksheet**. The proposed budgets should include expenses, revenue (committed, pending in-kind donations, etc.) with descriptions of key items.
- A current **IRS determination letter** indicating 501(c)(3) tax-exempt status or 501(c)(4) non-profit designation from the Internal Revenue Service.
- **Annual report** of the organization, if available.
- Organization's current **annual operating budget**, including expenses and revenue.
- Most recent **annual financial statement** independently audited, if available. If not available, attach Form 990.

Please do not include materials other than those specifically requested (e.g. no videotapes, CDs or DVDs, folders, elaborate covers or binders, etc.)

Download: [CCF Grant Guidelines](#)
Download: [CCF Grant Application](#)
Download: [CCF Grant Budget Proposal Worksheet](#)
Download: [CCF Final Evaluation and Expenditure Report](#)

Should you have any questions, please call Curt Monhart at (414) 788-0844. Thank you for your dedication in creating an exceptional Cascade and Greater Forest Hills Area through nurturing neighbors, enhancing places, and connecting our community.

Mail or E-mail completed application to:

E-mail Address: president@cascadecommunityfoundation.com

Cascade Community Foundation

Attn: Grant Committee

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