

# THE KEARNEY AREA COMMUNITY FOUNDATION TED BALDWIN DONOR ADVISED FUND GRANT PROGRAM & GUIDELINES

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## GENERAL INFORMATION

The Grants Program of the Kearney Area Community Foundation (KACF) is a means by which not-for-profit charitable organizations may secure financial assistance for programs and/or projects which will enhance the quality of life for all residents of the Kearney area and surrounding communities. The Ted Baldwin Donor Advised Fund (TBDAF) is a component fund of the Kearney Area Community Foundation, in that we collect and administer charitable funds under Section 509(a)(1) of the IRS tax code.

The following guidelines pertain to grant requests to the Ted Baldwin Donor Advised Fund.

This information is to provide you, the grant seeker, with a general description of the TBDAF Grant Program and briefly explains the policies, priorities, limitations, deadlines and other facts you will need to know.

We urge you to read all of the following information before preparing an application for a TBDAF grant. Please review your application thoroughly before it is submitted. Spelling and grammar will be considered in the review process.

We can offer no prescription that will ensure your success in obtaining a grant. Ultimately, each proposal is evaluated on its potential value to the community at a particular time in history and on the imagination, resourcefulness and credibility of those submitting it.

We believe the information contained in this document will be of assistance.

## **How to Apply**

1. **Review the TBDAF Grant Program and Guidelines** to make sure your organization qualifies to be considered for a grant.
2. **Complete an online TBDAF Grant Application.** The online link is available by visiting our website [www.kearneyfoundation.org/ted-baldwin](http://www.kearneyfoundation.org/ted-baldwin). *No grant proposals will be considered without an online application.*
3. **All questions** on the online application need to be answered. Supporting documents are required (see list below). Please review your application thoroughly before it is submitted. Spelling and grammar will be considered in the review process.
4. **Applications must be submitted online on or before September 30** no later than 11:59 p.m. If September 30 falls on a weekend, the deadline will be at 11:59 p.m. the following Monday. This is a **firm deadline** -- please do not call for an extension. Awards will be announced and granted in early December each year.

## **Supporting Documents Required**

- A. **Federal Tax Exemption Letter** for your organization or your fiscal agent
- B. **Names and titles of leadership**, including directors, board officers and/or key volunteers for your organization and your fiscal agent (if applicable)
- C. **Operating budget** for the current year, including a list of principal sources of income
- D. **Financial statements** from most recent year-end, include audited statements if available
- E. **Grant Budget for project or program** includes sources of funds for the project and amount of each (in-kind donations should also be listed), and expenses of this project. (We will provide a form for you to fill out and upload)
- F. **Latest tax return** filed with the Internal Revenue Service by the applicant organization. Upload a tax return from the previous year. It can be either form 990, 990-EZ, or 990-N (e-Postcard).

## **Eligibility**

The Ted Baldwin Donor Advised Fund typically funds projects or programs in the Kearney area and surrounding communities. Grants are made to nonprofit, federally tax exempt 501(c)(3) qualified organizations, or organizations delivering a project or program which has a fiscal relationship with a qualified nonprofit.

## **Limitations**

As a general practice, the TBDAF refrains from funding:

- Agencies serving a populace outside of the KACF's service area
- Annual fund drives, galas, or other special-event fundraising activities
- Debt reduction
- Dissertations or student/faculty research projects
- Emergency or disaster relief efforts
- Indirect/administrative costs
- Institutions that discriminate on the basis of race, ethnicity, sexual orientation, gender identity, gender, mental, emotional or physical ability/disability, national origin, or age in policy or in practice
- Loans, fellowships, or grants to individuals
- Political lobbying, or legislative activities
- Profit making enterprises (unless allowed by Federal Treasury Regulations)
- Travel, tours or trips, including honor conferences, expanded studies
- Umbrella organizations that would re-distribute the requested funds at their discretion
- Recipient organizations redistributing or transferring any portion of the grant to other nonprofit organizations. The awarded grant funds are intended solely for the recipient organization's use

After reviewing the guidelines, if you would like to verify if your proposal or organization qualifies, or if you have questions please call (308) 237-3114.

## **Monitoring & Evaluation**

- The grant recipient is responsible for arranging appropriate publicity regarding the receipt of the grant.
- The grant recipient is required to report, in some detail, how the funds were expended. Any pictures and/or press clippings would be appreciated.
- **Misuse of grant funds will result in a recall of the funds and future grant support will be jeopardized.**

Ted Baldwin Donor Advised Fund  
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