

The Kearney Area Community Foundation

Community Critical Needs Fund

Grant Program and Guidelines

General Information

The Kearney Area Community Foundation offers an emergency grant program for nonprofits responding to critical needs (housing, food, health and transportation) in Buffalo County, Nebraska.

Applications are accepted on a case-by-case basis following the successful screening of an online **“Community Critical Needs”** Letter of Intent (LOI). The size and number of grants awarded are directly related to the amount of money available for distribution. This grant program is limited and for emergency use only.

The **“Community Critical Needs”** discretionary grant program was developed to provide flexibility for the Kearney Area Community Foundation to address unmet needs in Buffalo County caused by an interruption in revenue or an influx of needed services and increase in expenses.

Discretionary grants are typically more than \$1,000 and less than \$10,000. The number and grant amount will be dependent on limited funds and the generosity of donors.

Grant Eligibility

The Kearney Area Community Foundation awards grants to both private and public organizations.

1. In order to be eligible for a grant, the organization must be classified as follows:

- Organizations classified as 501(c)(3) by the Internal Revenue Service that are in good financial health and well managed, or a charitable group or program that is under the Kearney Area Community Foundation as an approved component fund.
- Governmental agencies for public purposes working to address a priority issue. Note: The Kearney Area Community Foundation does not issue funding for the general operating support of a governmental program.
- Public, charter and private/parochial Pre-K-12 schools and post-secondary educational institutions when the request is deemed to be an effective means to address a priority issue, particularly when the issue addresses the needs of a substantial or underserved portion of the community. Requests will only be considered if they are community-oriented. Note: The Kearney Area Community

Foundation does not issue funding for the general operating support of a school system, school, or school program.

- Faith based organizations, including churches, when the request is deemed to be an effective means to address a priority issue, particularly when the issue addresses the needs of a substantial or underserved portion of the community. Requests will only be considered if they are community-oriented. The Kearney Area Community Foundation does not issue funding for the general operating support of a church or faith-based organization. Services to the community must be non-denominational and must not require church/organization membership.
2. Organizations may only apply once per six (6) month period and cannot reapply for a grant within 12 months of being awarded one from the “Community Critical Needs” Fund. The committee will consider grant requests on a case-by-case basis.
 3. If prior funding has been received, a final grant evaluation must be completed and accepted prior to applying for additional funding.
 4. Grants will be awarded and organizations will be paid 80% of the grant award up front. Organizations must return the final grant evaluation (including documenting how funds were spent) to receive the last 20% of their grant. Note: If the grant is not expended as agreed upon, the organization will be requested to return the grant funds.

Applicant Requirements and Scoring Criteria

Applicants will be required to fill out and submit a Letter of Intent (LOI) online. There will be a link on the Kearney Area Community Foundation website: www.kearneyfoundation.org. If approved, the applicant will be given instructions and a deadline to complete the full application.

(A) Required applicant criteria:

1. Organizations must be located and serve people in need (direct services) in Buffalo County, Nebraska.
2. The requesting organization offers one or more of the following critical services (our priority issues for this grant):
 - Housing
 - Rent/mortgage assistance
 - Other emergency/temporary housing assistance
 - Utilities assistance
 - Food
 - Food pantry – (free/no charge)
 - Special dietary needs – infants/children/elderly

- Health
 - Medicine – prescriptions or over the counter (free or discounted)
 - Immunizations (free or discounted)
 - Mental or Physical Appointment (free or majorly discounted)
 - Personal hygiene including, not limited to, diapers, feminine products
 - Transportation
 - Basic repairs
 - Taxi, RYDE or Uber vouchers
 - Gas cards for work, grocery shopping or medical appointments
3. Ability to show why there is a critical need in our community and prove reduction in funding which is creating a need for this grant.
- Must demonstrate/illustrate the cause of reduction in funding
 - Must explain how the organization is also looking at operations and programs to find and improve efficiencies, as well as identifying new revenue streams.

(B) Preferred/additional application scoring criteria:

1. Ability to have meaningful, reasonable and measurable outcomes helping those in need of critical services
2. Innovative approaches to address our community critical needs
3. Attract additional funding and/or have a strong plan how to sustain services beyond this grant
4. Demonstrate how the organization will sustain services or need to cut services after this grant is expended
5. Utilize partnerships and/or collaborations without duplicating services. Demonstrate what makes your organization and services unique in our community.
6. Show data on how many people/families in our community are impacted with this grant, including demographics like size of household, number of children under 18, etc.

Grants Not Permissible

Grants for the following purposes are not permissible:

- Capital investments that are not directly related to program delivery, service to clients, or organizational capacity-building
- Endowments or annual fund drives
- Fundraising event sponsorships or creation of collateral materials for fundraising events
- Incomplete requests
- Programs that create an indefinite, long-term commitment by the Kearney Area Community Foundation
- Religious or political purposes
- Requests without an approved Letter of Intent (LOI) or online grant application

- To an organization that makes grants to other nonprofits and does not provide direct services
- To individuals/families directly

How to Apply

1. Review the “Community Critical Needs” Grant Guidelines to make sure your organization qualifies to be considered for a grant.
2. Since these grants may be larger and more competitive, there will be a Letter of Intent (LOI) form and review process. Once the LOI is approved, nonprofits will be given access to an online grant application, unique to the Community Critical Needs Fund.
3. After approved, you will receive a link to complete an online “Community Critical Needs” application. NOTE: No grant proposals will be considered without an online application or an approved LOI.
4. Applications must be submitted online and will be reviewed periodically, with timelines a consideration. Refer to the website for the most up to date information on availability of funds and any other important information. Our goal is to respond between two (2) and six (6) weeks after the application is submitted.
5. All questions on the online application need to be answered. Supporting documents are required. Note: Granted funds must be spent within 12 months. More details will be online.

Supporting Documents Required

1. Federal Tax Exemption Letter for your organization or your fiscal agent
2. Names and titles of leadership, including directors, board officers and/or key volunteers for your organization and your fiscal agent (if applicable)
3. Operating budget for the current year, including a list of principal sources of income
4. Financial statements from the most recent year-end, include audited statements (if available)
5. 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.) REMINDER – it is important to demonstrate how cuts in funding or an increase in services/expense are affecting people in need in our community.

6. Latest tax return (form 990) filed with the Internal Revenue Service by the applicant organization.

Evaluation

Any organization receiving a grant award from the Foundation will be required to submit a written final report summarizing the project's completion within the one-year deadline during which the organization is to use all grant funds.

The grant recipient is responsible for arranging appropriate publicity regarding the receipt of the grant. There will be suggestions sent with the award letter.

The Foundation reserves the right to require interim reports or request additional information if deemed necessary

Failure to comply with these terms will preclude eligibility to apply for all KACF grants for one or more years and could require repayment of the award to the Foundation. Misuse of grant funds will result in a recall of funds and future grant support will be jeopardized.

