

# The Kearney Area Community Foundation Arthur Klinkacek Community Enrichment Fund Grant Program and Guidelines

Updated on October 31, 2022

## General Information

The Kearney Area Community Foundation offers a discretionary grant program for projects, programs, and events that improve the quality of life in the Kearney area. Applications are accepted on a case-by-case basis following the successful screening of a Pre-Application Form. The size and number of grants awarded each year are directly related to the amount of money available each year for distribution.

The Arthur Klinkacek Community Enrichment Fund discretionary grant program was developed to provide flexibility for the Kearney Area Community Foundation to address creative ideas, emerging needs, and innovative programs and can be used to leverage dollars from other funding sources. Discretionary grants are typically more than \$5,000 and may be multi-year awards depending on the size and scope of the request.

## 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, including a charitable group or program that is under the Kearney Area Community Foundation as an approved component fund.
  - Governmental agencies for public purposes deemed to be an effective means to address a priority issue. 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 unique and community-oriented, or for pilot programs with potential to be sustainable and replicable. The Kearney Area Community

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

2. Organizations may only apply once per 12-month period. Single mission organizations or agencies (like the SAFE Center, HelpCare Clinic, etc.) may apply no more frequently than every 12 months after receiving an Arthur Klinkacek Community Enrichment grant from KACF. Multi-mission organizations or agencies (like Buffalo County Community Partners, Kearney Public Schools and the University of Nebraska – Kearney) may apply every year, but no more than two requests may be submitted in any one year by any sub-groups (goal work groups, departments, school buildings, etc). Once the sub-group has been awarded a grant, they will need to sit out for one year before reapplying. 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. The Kearney Area Community Foundation serves the greater Kearney area. Except in extraordinary circumstances, only programs and projects in Buffalo County will be considered for support.
5. Preference will be given to programs that meet one or more of the following criteria:
  - Long-term impact on residents and/or physical environments in the Kearney area (Buffalo County)
  - Meaningful, reasonable, and measurable outcomes
  - Innovative approaches to address community issues
  - Strengthen and enhance community assets
  - Build the self-sufficiency of individuals and/or organizations
  - Attract additional funding
  - Utilize partnerships and/or collaborations
6. Grants for the following purposes are not permissible:
  - To individuals
  - General operating support
  - Religious or political purposes
  - Endowments or annual fund drives
  - Capital investments that are not directly related to program delivery, service to clients, or organizational capacity-building
  - Fundraising event sponsorships or creation of collateral materials for fundraising events
  - Programs that create an indefinite, long-term commitment by the Kearney Area Community Foundation
  - Incomplete requests
  - Requests without an approved Letter of Intent or application

7. The following criteria are utilized by the Arthur Klinkacek Community Enrichment Fund grant committee when evaluating proposals and making funding recommendations to the KACF Board of Directors:

- Project description and purpose (taking note of eligibility requirements, KACF priorities and preferences)
- Expected results/outcomes, implementation of plan and evaluation
- Organizational capacity/plans for obtaining other funding
- Partnerships with other nonprofits
- Background and stability (existing organization), or high probability of success (new organization)

## **How to Apply**

1. Review the Arthur Klinkacek Community Enrichment (AKCE) 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 Arthur Klinkacek Community Enrichment Fund.
3. Complete an online AKCE Letter of Intent (LOI) located online at <https://www. Kearneyfoundation.org/klinkacek>. The online link is available by clicking the "LETTER OF INTENT" button on the website. No grant proposals will be considered without an online application.
4. Applications must be submitted online on or before March 1, July 1, or November 1 for the Review Cycle. Refer to the website for the most up to date deadlines for the online application.
5. All questions on the online application need to be answered. Supporting documents are required.

Don't forget to allow time for your LOI submittal and approval which are required before the link to the application is given. The deadline for the LOI is 15 days before the due date of the application.

## **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.)
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 grants for one year 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.**

