



**REQUEST FOR FUNDING APPLICATION  
TETON COUNTY, IDAHO**

**DEADLINE: NOVEMBER 3, 2017 BY 5PM**

**Please read the following Guidelines and Policies, Funding Priorities and Application Instructions carefully prior to applying. Late and/or incomplete applications will not be accepted.**

*Guidelines and Policies*

1. The Teton Springs Foundation supports charitable organizations that enhance the quality of life in Teton County, Idaho. This includes groups that provide programs or services in the areas of art and culture, health and human service, education, environment and recreation.
2. Applicants for funding must be tax exempt under the provisions of section 501(c)(3) and 170 (b)(1)(a)(i.V.I.) of the Internal Revenue Code.
3. The Teton Springs Foundation will not participate in any political campaign on behalf of any issues or candidate.
4. **Organizations receiving funding in the past must have current progress and/or final reports on file in order to be eligible for funding during this cycle.** Reports should describe the impact of the funding and include an accounting of expenses.
5. If an organization receives duplicate funding from another source for the same project, the Teton Springs Foundation funds will be returned and the organization will be asked to submit a different request to the Teton Springs Foundation at the next grant allocation cycle.
6. The Teton Springs Foundation makes distributions once during the year.
7. Requests for programs or projects already completed are not eligible for funding.
8. Oral presentations to the Teton Springs Foundation Board of Trustees are not part of the grant request process, however the board reserves the right to request a presentation from an organization at a time it deems necessary in making funding decisions.
9. Applications must have support of the requesting organization's Board of Directors.
10. Funding decisions will be made by December 31, 2017.
11. All funding decisions by the Foundation board are to be considered final.
12. If your organization received a grant from Teton Springs Foundation in the past, please provide evidence of completion of the project if you have not done so already.

### *Funding Priorities*

1. The Teton Springs Foundation funds projects that have measurable results and a broad, positive, public impact. The value should be realized over multiple years and/or by multiple organizations.
2. The Teton Springs Foundation typically provides funding for tangible or capital items that provide a benefit that will last for a period of time (i.e. computer hardware versus toner cartridges).
3. The Teton Springs Foundation does not fund general operating expenses (i.e. salaries, trainings, etc.)
4. Grants generally range in size from \$3,000 to \$5,000. The Teton Springs Foundation will, at times, grant larger amounts under certain circumstances. Please contact Teton Springs Foundation in advance if you will request over \$5,000 to discuss the project.
5. The Teton Springs Foundation prefers not to be the sole funder of a project and appreciates partnership and demonstration of matching funds.
6. The Teton Springs Foundation requires all grant award winners to recognize Teton Springs Foundation's contribution to the project. How this recognition is performed should be spelled out in the grant application. Common examples include listing Teton Springs Foundation in their annual report, on the organization's website, putting the Foundation's name on plaques in building, on equipment, etc.

### *Application Instructions*

1. Submit a copy of the application and attachments in a single document (PDF or Word Document preferred) to [grants@tetonspringsfoundation.org](mailto:grants@tetonspringsfoundation.org) by the deadline. Include the name of your organization in the file name of the application (Example: Nonprofit A Project 2017)
2. The application package should include the cover sheet, application questions and may include supporting attachments. Attachments can include relevant additional information such as maps, photos, figures or drawings. Please limit supporting documentation to **2 pages**. The application has a **3 page limit** (not including the cover sheet or attachments).
3. The application deadline is November 3 by 5PM. There are no exceptions to this deadline and late and/or incomplete applications will not be accepted.
4. If you cannot submit online please contact the foundation.

***If you have any questions, please contact:***

**The Teton Springs Foundation – Bonnie Self**  
**(208) 201-6894 or [grants@tetonspringsfoundation.org](mailto:grants@tetonspringsfoundation.org)**

## **ORGANIZATION COVER SHEET**

Organization Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Physical Address:\_\_\_\_\_

Executive Director:\_\_\_\_\_

Grant Contact:\_\_\_\_\_

Daytime Phone:\_\_\_\_\_ Fax: \_\_\_\_\_

Email:\_\_\_\_\_

Amount of Request:\_\_\_\_\_

Organization Budget:\_\_\_\_\_

Project Budget:\_\_\_\_\_

### **BRIEF DESCRIPTION OF REQUEST:**

Signature of Individual with Signing Authority:\_\_\_\_\_

Name, Date and Title:\_\_\_\_\_

## **GRANT REQUEST APPLICATION QUESTIONS**

**Please respond to all questions in the order presented (you may use section headings and delete the questions) in a maximum of 3 pages using 12-point font and standard margins. Include page numbers on your request. Please be specific and concise.**

- 1. Mission, History, Current Work:** Describe the mission of the organization, a brief history including the year the organization was established, and current programs and activities (no more than one paragraph).
- 2. Need Statement:** Describe the community need for the project. Describe the current condition or status of the population being served. The need should be documented with credible sources, relevant to the project being funded, and be local in nature.
- 3. Project Description:** Describe the project to be funded including goals and objectives and how the grant funds will be spent. (Objectives are specific, measurable, and have a defined completion date. They are specific and outline the “who, what, when, where and how” of reaching the overall goals).
- 4. Timeline:** Include a timeline for implementing the project and spending the requested funds. Please also include when your organization anticipates completing the project and submitting a final report/photos of the project (grantee photos may be displayed on the Foundation’s website). Projects should be completed within one calendar year of the award (for this grant cycle: by December 31, 2018).
- 5. Impact/Results:** Describe how the project will benefit the local community and its impact. What results do you expect from the project? How will your organization measure and evaluate the results and impact of the project (quantitative and/or qualitative results)? How will you know your project was successful?
- 6. Funding Plan:** In a few sentences, describe your organization’s plan for long-term sustainability and how will you continue to fund the project or pay for maintenance costs once the grant is expended (or explain the life expectancy of the project/equipment). What will happen to your project if you are not funded by the Teton Springs Foundation?
- 7. Project Partners:** Describe if other community organizations are involved in the project and their role both financially and/or programmatically. You are welcome to provide support letters if appropriate (they are not necessary).
- 8. Recognition:** How will the Teton Springs Foundation be recognized for their contribution?

## **REQUIRED ATTACHMENTS**

The following list indicates all information that is required. Please read the list carefully and submit the information in ONE attachment.

1. Provide a complete **detailed budget** for the project demonstrating specifically how the Teton Springs Foundation's funds will be spent, and how matching funds will be spent (if any).
2. Provide the organization's most recent year-end **Income Statement** and **Balance Sheet**.
3. Provide a **list of Board of Directors** including names, email addresses and telephone numbers. Please state what percentage of your board members donated financially to the organization in the past year.
4. Provide the complete **funding history** from the Teton Springs Foundation including the year, funded project and amount.
5. **Provide 501(c)(3) documentation** if not already on file with the Teton Springs Foundation.
6. **If you received prior year funding submit a final report** for Teton Springs Foundation grant funds expended but not reported on from past grant cycles. Report on how the funds impacted the project and provide an expenditure report of the funds. Organizations receiving funding in the past must have current progress and/or final reports on file in order to be eligible for funding during this cycle.
7. **Optional:** Attach no more than 2 pages of documentation that support your request (photos, maps, figures, or drawings that help the Grant Committee understand the need or vision for your project).