



**REQUEST FOR FUNDING  
DEADLINE: DECEMBER 15, 2023 BY 5PM**

*The Teton Springs Foundation mission is to improve the quality of life in Teton County, Idaho, by providing grants to non-profit organizations serving our community.*

**Applicant Eligibility:**

- Applicants for funding must be a 501(c)(3) or a 170 (b)(1)(a)(i.V.I.) with a determination from the IRS doing work in Teton Valley, Idaho. These include non-profit organizations, schools, hospitals, and local government entities.
- The Teton Springs Foundation (TSF) will not participate in any political campaign on behalf of any issues or candidates.
- Organizations that have received past funding must have all pending final reports on file to be eligible for funding during this cycle.
- Applications must have support of the requesting organization's Board of Directors.
- All funding decisions by the Foundation Board are to be considered final.

**What TSF *will fund*:**

- Projects that have measurable results and a broad, positive, public impact.
- Direct costs associated with the proposed project (for example, purchase of materials, equipment and supplies; services/contracted labor to aid in implementation of project or program goals).
- TSF values collaboration amongst organizations. If partnering with another local group, please choose one lead applicant and clearly explain partnership parameters within the application text.
- TSF prefers not to be the sole funder of a project and appreciates partnership and demonstration of matching funds.

**What TSF *will not fund*:**

- Programs or projects already completed.
- Ongoing operational expenses (for example, salaries or indirect expenses will not be funded; however, personnel time directly related to the project can be counted as in-kind matching contributions).
- Current (and past) grantees who have not reported on their previous grant(s).
- More than one application per organization (please see Application Instructions and choose *one* category to apply under).

## ***Application Instructions:***

Please choose one category for which to apply:

- 1) **Category A: Community Grants, up to \$5,000.** High-impact projects that have a relatively low-cost to implement. Generally projects are expected to be completed in 12 months from receiving the grant. Multiple organizations will receive funding in this category.
- 2) **Category B: Impact Grants, up to \$25,000.** Requests from organizations with projects that address an urgent community-wide need or emerging opportunity that requires a larger cash infusion to achieve stated goals. Projects are expected to be completed in one to two years. The initial written application process under Category B is the same as that for Category A; the Board will then select Category B finalists to make oral presentations describing the proposed project to the Teton Springs Foundation Board of Trustees. Presentations will be required of finalists and will be scheduled in January of 2024.

### **Application Process:**

- Submit the 4-page application in a single document (PDF or Word Document) to [grants@tetonspringsfoundation.org](mailto:grants@tetonspringsfoundation.org).
- Include the name of your organization and project title in the file name of the application and the email title (Example: [Name of Nonprofit\_Project title] could be Knitting Club\_PuppyScarves).
- Application deadline: **December 15, 2023 by 5PM.** *Late or incomplete applications not accepted.*
- We are happy to answer your questions! Please contact [grants@tetonspringsfoundation.org](mailto:grants@tetonspringsfoundation.org)

**Application Format: Applications (4 pages maximum) should include a cover sheet, project description, and project budget:**

#### ***Cover Sheet (1 page maximum). Include:***

1. Organization Name, Mailing and Physical Address, Telephone Number, Email
2. Executive Director and Grant Contact (if different)
3. Selected Grant Category: **Category A-Community Grants** (up to \$5,000) or **Category B-Impact Grant** (up to \$25,000)
4. Amount of the Request from TSF: \$ \_\_\_\_\_
5. Total Project Budget (including matching sources): \$ \_\_\_\_\_
6. Short statement of core organizational mission and current programs

#### ***Project Description (2 pages maximum). Include:***

- a. **Community need statement.** What problem does the project address? Why is it needed? Who will benefit? Why is this timely now?
- b. **Goals and objectives.** What will you do? How will you do it?
- c. **Project Timeline.** What are the major project milestones to achieve success?
- d. **Impact and Results.** What positive changes will result from your efforts?
- e. **Project Partners.** What will be the role(s) of the partner organizations and/or how will they contribute to the project?

***Project Budget (1 page maximum).*** Include a line-item income and expense budget for the proposed project. Provide enough detail for us to understand how you will use the funds and the basis for your estimates.