**THE GALENA FOUNDATION**

### GRANT **PROGRAM** GUIDELINES

The Galena Foundation was established in 1980 by a group of Galenians wishing to preserve Galena's and its heritage and history. The Galena Foundation's nine member Board of Directors is guided by The Foundation's mission to initiate and/or provide financial support for community projects which preserve, enhance or nurture Galena's heritage, culture and quality of life.

### I. PROGRAM DESCRIPTION

The grant program's purpose is to further the mission statement of The Galena Foundation.

The Galena Foundation awards grants in two categories - Traditional Grants and Large Grants.

> Traditional Grants
> - Typically smaller project grant requests are $15,000.00 or less
> - Applications are accepted and reviewed year-round
> - Grants are formally awarded upon approval
>
> Large Grants
> - Typically larger project grant requests are more than $15,000.00
> - Applications are accepted January I-March 15 each year
> - Applications are reviewed at the March regularly scheduled Board of Directors Meeting
> - Grants are formally awarded in April during The Galena Foundation's Annual Dinner
> - Grants are formally announced in June during The Galena Foundation's Concert in Grant Park

Typically grants are awarded at 50% of eligible project costs.

All grant awards are for a period of 12 months. Projects must be completed within 12 months of the grant's award date.

## II.  ELIGIBILITY

Not-for-profit organizations and state/local governmental agencies are eligible to apply for grants. Applicant must be an IRS-approved tax-exempt non-profit as described in the Internal Revenue Code 50l(c)(3) or equivalent tax-exempt status. Organizations are not allowed to "share" or "borrow" a 501(c)(3) status with another organization.  The name on the application must match the name on the IRS-issued letter. *Grants are not awarded to individuals.*

Applicants must be capable of matching the grant amount dollar-for-dollar. The match source may be from organization funds, another grant, corporate funding, loans and/or donations.

## III.  SUBMISSION OF APPLICATION

The grant application form may change annually. Applicant should visit GalenaFoundation.org to download a current application.

Applicants are encouraged to contact The Galena Foundation (815.377.7070) with questions regarding the submission of an application.

All applications must contain the following:

1. Completed Application
2. Timeline for Project Initiation & Completion
3. Detailed Project Budget
4. Competitive Bids for Costs exceeding $15,000.00
5. Supplemental Information (e.g. photography, letters of support,  etc.)

*Do not include irreplaceable items such as original historic photographs and documents with your application.*

Mail applications to the following address:

The Galena Foundation
Attn: Project Committee
P.O. Box 132
Galena, IL 61036

*Applying for a grant does not guarantee award.*

IV.     **SELECTION PROCESS**

Grants awards are subject to the availability of funding and are awarded through a competitive review process.

The Galena Foundation Projects Committee reviews applications and recommends grant awards to The Galena Foundation Board of Directors. The Galena Foundation Board of Directors reviews funding recommendations at regularly scheduled Board Meetings when the Grant Review is on the agenda. Meetings are typically held the fourth Friday of each month.

V.     **AWARD INFORMATION**

Applicants are notified in writing once the review process is complete.

VI.     **REIMBURSEMENT**

All bills must be paid for by the applying organization. To receive reimbursement, the project must be completed within 12 months. A request for reimbursement must be received by The Galena Foundation within 6 months of the project completion. The applying organization may submit for reimbursement once per application/award. Subsequent submissions for payment will be denied. Upon-review and verification of the reimbursement, a check will be issued to the applying organization within 4-6 weeks.

To receive reimbursement, forward one request for payment with the following documentation:

**Proof of Purchase**
• Copy of invoice showing actual cost for each purchase/expense

AND

**Proof of Payment**
• Copy of cancelled check (front and back)
or
• A copy of the front of the check prior to payment showing the following: the name of the recipient, the check number, the amount the check is written, and a signature validating the check. In addition including a copy of the organization's bank statement verifying the check has cleared the bank; the statement should indication the check number and the amount of the check.

Mail reimbursement requests to the following address:

The Galena Foundation, attn: Project Committee, P.O. Box 132, Galena, IL 61036

**GRANT PROGRAM APPLICATION**

*Mail application to The Galena Foundation, Attn: Projects Committee, P.O. Box 132, Galena, IL 61036*.

**Project Title**

**Project Location** *(if applicable)*

      Organization Name

      Federal Tax ID Number

      Address

      City                                Zip Code

      Telephone                       Email

      Website

**Contact Person**

      Contact Name

      Telephone                       Email

**Type of Application**

      Traditional Grant *(up to $15,000)*

      Large Grant *(over $15,000)*

**Is the applying organization tax-exempt?** *(circle one)*       Yes    No

Signature                                 Date

Print Name

**ORGANIZATION INFORMATION**

1.      Applying Organization's Mission Statement:


**PROJECT INFORMATION**

2.      Describe the project:
        *Describe the project's purpose, what is being done, and why it is important.*


*3.*     Provide detailed description/specifications of project:
        *If a building project, the help of a contractor may be*
        *necessary to create the detailed description.*


4.      How will the project be maintained in the future?


5.      Describe how the project will further the mission of The Galena Foundation:


6.      Will the community be actively involved in the project?


7.      Are there any other sources of funding anticipated to complete the project?
        *If applicable, please list other grants, corporate funding, loans and/or donations.*


8.      Attach a Timeline for Project Initiation & Completion


9.      Attach a Detailed Project Budget