Grant Funding and Application Guidelines

Thank you for your interest in funding from Progress Athens Foundation, Inc. ("Progress Athens Foundation") for your project. Below are guidelines for the grant application process.

1. **<u>Focus Areas</u> - Projects within the Village of Athens and surrounding area in one or more of the following focus areas will be considered:**
   a) Community infrastructure - Projects that improve community infrastructure, such as parks, trails, rifle range, community hall, and municipal buildings.
   b) Arts and culture - Supporting initiatives that preserve and promote local arts, culture, and heritage, such as the Athens Fair, and potentially an Athens Area Historical Museum.
   c) Health and wellness - Projects that promote well-being and address food insecurity and social isolation through recreational facilities, Circle of Joy, and events for which strengthen social interaction among community residents.
   d) Education and youth – Projects which provide opportunities for Athens youth, such as resources for schools, recreational facilities and activities, and local youth events (post-prom or other youth events).
   e) Health and medical - Projects related to emergency services (EMTs/Ambulance/Fire).
   f) Social services - Supporting organizations and programs that address social issues, such as services for vulnerable populations.
2. **<u>Unrestricted Grant Funding Process</u> - Progress Athens Foundation intends to fund up to $5,000, in projects for grant applications submitted the stated deadline, from investment earnings and donor contributions which have not been designated by donors for a specified purpose, as follows:**
   a) The total available funding of $5,000, may be awarded to a single grant applicant or allocated amongst multiple grant applicants at Progress Athens Foundation discretion.
   b) The Board of Directors shall base its evaluation of projects on information submitted in the application and may require further information through follow-up communication, site visits, or technical review.
   c) Evaluation of grant applications will be based on the overall impact to the community of the Village of Athens and the surrounding area based on both qualitative and quantitative impact. Applicants are encouraged to be thorough in describing the impact the project will have both quantitatively (i.e., number of residents impacted) and qualitatively.
   d) Applicants will be advised of the outcome after all applicants for that funding cycle have been evaluated. Applicants may request that their projects be reconsidered in a future grant period.
   e) The following projects and costs will **<u>not be</u>** funded through this unrestricted grant funding process:
      - Costs not directly associated with or necessary for the implementation of the project.
      - Costs associated with ongoing operating expenses of established organizations.

- Costs associated with debt retirement.
- Costs more properly funded by the applicant itself or other sources.
- Grants to individuals or loans of any type.
- Projects from organizations that discriminate on the basis of race, color, gender, sexual orientation, age, religion, marital status, national or ethnic origin, physical disability, veteran status or other factors that are protected by law.
- Reimbursement of costs already incurred.
- Projects associated with lobbying or political organizations.
- Projects which are not consistent with the mission and purposes of the organization applying for the grant.
- Projects for which the applicant organization does not provide evidence that it has the financial capacity and the ability to complete the project and, if applicable, provide for its long-term management and maintenance.
- Projects which will not be completed within one year of the grant approval date.
- Projects submitted by current Progress Athens Foundation board members.

3. **Grant Application Guidelines - Applicants are encouraged to follow the below process:**

a) Applicants may submit one application per grant cycle.
b) Application submission deadlines are stated in the fundraising cycle
c) Applications for grants shall be submitted to Progress Athens Foundation on forms provided by Progress Athens Foundation via one of the following options:
   - Email completed application to: progressathens@gmail.com or
   - Mail completed application to: Progress Athens Foundation, Inc.
     P.O. Box 147
     Athens, WI 54411

4. Grant Recipients - If you are awarded a grant:

a) Progress Athens Foundation may advance up to 100% of the grant payment to the sponsor once the sponsor provides documentation that it has its share of project costs.
b) You will need to be available for a grant presentation ceremony.
c) You will need to complete and submit a project final narrative and financial report within ninety (90) days of project completion, or one year from the award date, whichever comes first.
d) You will need to include the following statement in all material related to your project: "Support for this project was provided by the Progress Athens Foundation, Inc."
e) You will need to include all press releases, photos, or articles in the project final report.
f) Each sponsor that receives a grant award shall maintain accurate and complete financial records of project expenses in accordance with generally accepted accounting principles and practices. A final report, which documents project expenses, shall be submitted to Progress Athens Foundation within ninety (90) days of the completion of the project, or by the date indicated in the grant notification letter, whichever is sooner. If expenses for the project are less than estimated, the applicant shall return unused grant funds with the final report.

5. **Other Opportunities for Donors and Community Organizations:**

   a. Progress Athens Foundation will consider funding requests and/or assisting with fundraising for larger projects on a periodic basis. To initiate a request for a larger project, complete the grant application indicated above at any time during the year.

   b. Charitable groups and organizations may request Progress Athens Foundation establish a restricted fund to which donors can contribute for a designated purpose. Any community member can donate to these restricted funds. Restricted funds which are approved by the Progress Athens Foundation will be publicized on the Progress Athens Foundation website and in Progress Athens Foundation materials, so donors are aware. Progress Athens Foundation reserves the right to deny a request for a restricted fund which is not consistent with the focus areas identified above or which are not consistent with Progress Athens Foundation bylaws. Restricted funds must maintain a minimum balance of $250. To request a restricted fund be established, email progressathens@gmail.com. Progress Athens Foundation is obligated by law to honor restrictions placed on contributions by donors.

   c. Donors who wish to direct a donation which exceeds $250.00, toward a specific community project (even if not established as a fund as described above) may indicate the designated project when making their contribution. Progress Athens Foundation is obligated by law to honor restrictions placed on contributions by donors.

6. **For Our Valued Donors:**

   a. Donors can make contributions to Progress Athens Foundation as follows:

      i. Dropping off check payable to Progress Athens Foundation, Inc. at any Forward Bank location
      ii. By mailing to: Progress Athens Foundation, Inc.
      P.O. Box 147
      Athens, WI 54411

   b. Donors may designate their contribution to be used for the unrestricted grant process described above or for an established restricted fund or purpose. Contributions which are not designated for a restricted fund or purpose will be considered unrestricted.

We wish you success with your projects and look forward to being your partners. Thank you for being part of strengthening the Village of Athens and the surrounding area!

If you have questions, contact Progress Athens Foundation at 715.255.2438 or progressathens@gmail.com.