



To whom it may concern:

Thank you for considering submission of a grant application. We are excited about the impact that could result in the Norfolk Area with our potential partnership.

Please submit your completed application to Callan Collins at nacffund@gmail.com or 609 W. Norfolk Avenue, Norfolk, NE 68701. If you are unsure if your project is eligible for an NACFF grant, please submit by April 1st at 5:00 P.M and we will review it to confirm eligibility. Final submissions for grants must be delivered by Friday, April 12th at 5:00 P.M. to be considered.

If your proposal receives funding, a grant reporting form will be required for you to complete. The due date for grant reports will be within 30 days of completion of the project/program unless prior approval is given by the NACFF. More details will be provided if funds are awarded.

Once again, thank you for your application and the leadership you display in our community.

Sincerely,
NACFF Fund Advisory Committee

NACFF Vision Statement:

Norfolk is a growing, thriving community where giving back is a priority and an ongoing process for all citizens.

NACFF Mission Statement:

To build a permanent endowment that creates and sustains innovative projects, services and opportunities that enhance the Norfolk area and make a positive impact on people's lives.

NACFF Values Statement:

- We believe in creating partnerships in our community that foster teamwork, maximize our ability to fulfill our vision and create a culture of giving.
- We believe in maintaining credibility as an organization by being fair, reliable and trustworthy in our interactions with donors, grant recipients and the community.
- We believe in operating with integrity in our commitments to donors, partners and those in whom we invest by maintaining confidentiality, compliance with the law, and honoring donor intent.
- We believe in treating all donors, grant recipients and community members with respect by taking into consideration the thoughts, feelings and life experiences of others and understanding that all people have value and worth.

Grant Application

Norfolk Area Community Foundation Fund
Callan Collins, Coordinator
nacffund@gmail.com

A. Applicant Organization Information

Organization Name _____
Address/ Zip Code _____

Contact Person and Title _____
Telephone number _____ Fax _____
Email address _____

Check One:

- 501(c)(3) Organization *Please submit copy of IRS Letter of Determination and the signed Certification of Exempt Status found at the end of this application.*
- Governmental Entity (village, city, county, school district, etc.)
- Other – please specify: _____
(Additional information may need to be submitted.)

Proposal Title _____

B. Budget Summary for This Proposal

1. Applicant's Funds, if any	\$ _____
2. Amount of This Request*	\$ _____
3. Amount of Other <i>Confirmed</i> Requests, if any	\$ _____
4. Amount of Other <i>Pending</i> Requests, if any	\$ _____
5. Amount of funding <i>Not Yet Applied For</i> , if any	\$ _____
6. Total Income (1 + 2 + 3 + 4 + 5 = 6)	\$ _____
7. Total Cost for Proposed Activity	\$ _____
8. Balance: (6 – 7 = 8)**	\$ _____
 Total Operating Budget for Organization	 \$ _____

*Please provide an itemized budget for this proposal.

**Please explain positive or negative balance.

Applicant Organization Name _____

Proposal Title _____

C. Proposal Summary

Please provide an executive summary of your proposal including information such as summary of proposed work, statement of need, and expected results of the project. Limit answers to 250 words. If you wish, you can cut and paste from a Word document into this section. Please note that this cover sheet may be shared with Nebraska Community Foundation, donors, or Fund Advisory Committee members as a short executive summary of your proposal.

D. Proposal Narrative

Please answer all applicable questions in the order listed using the number and headings provided. Proposals should be typed and in no less than 10-point font. Your application narrative may be completed as a Word document that does not exceed four (4) pages, excluding requested attachments.

1. *Objective.* State the objective(s) of your proposal and the underlying community need, problem or opportunity addressed by the proposal.
2. *Population Served.* Who and how many are served. Include as much information as possible, such as numbers, location, socio-economic status, ethnicity, gender, age, physical ability and language.
3. *Effect.* State the anticipated outcome(s) and the effect on the need, problem or opportunity.
4. *Team.* Discuss partnerships with other agencies and organizations, if applicable. List those who will implement, supervise, and evaluate the project and their qualifications.
5. *Planning.* Include key dates, activities, and actions.
6. *Assessment.* State how proposed objective(s), activities and outcome(s) will be evaluated.



CERTIFICATION OF EXEMPT STATUS

I have attached the Organization’s most recent letter from the Internal Revenue Service specifying that the Organization is a tax exempt public charity under section 501(c)(3) of the Internal Revenue Code.

I certify that neither the Organization’s exemption nor its public charity status has been revoked, nor has IRS questioned either said exemption or public charity status, nor has the Organization engaged in any activities that would jeopardize either its exemption or its public charity status.

In the event that the Organization’s exemption or public charity status are revoked, questioned by the IRS or anything is done to jeopardize that status, the Organization will notify the Nebraska Community Foundation immediately.

Name of Applicant Organization

Signature

Printed Name

Title (in relation to applicant organization)

Date

NACFF Grant Proposal Scoring Rubric

Project Name: _____

Evaluator: _____

Grant Proposal Eligibility Criteria (Must all be marked "Yes" to be scored)	Yes	No
Complete application is submitted.		
Project results directly benefit the Norfolk area.		
Project proposal is charitable in nature.		
Applicant is a 501(c)(3) non-profit, government entity, or qualifies otherwise.		
Grant proposal is within NACFF grant interest areas.		

Selection Criteria	1 – 3	4 – 7	8 – 10	Weight	Score
Mission, Vision, and Values	The goals of the grant proposal poorly reflect the vision and mission of NACFF.	The goals of the grant proposal are compatible with the vision and mission of NACFF but lack detailed plans.	The goals of the grant proposal would help fulfill the vision and mission of NACFF.	x2	
Team	Team members do not have a track record for completing projects. Or they were grant recipients before and never came through.	Team members have done similar work to this but not this exact project. We know them or their organization.	Not only are team members qualified, but they have done a similar successful work in the past.	x1	
Planning	The grant proposal does not make sense. Contains incomplete thoughts and missing information or isn't possible with the current criteria, resources, or individuals involved.	The grant proposal makes senses but is missing details. Appears attainable.	The grant proposal is well-organized, attainable, and based on sound rationale.	x1	
Assessment	The grant proposal has no measurable goals or outcomes.	The grant proposal contains goals or outcomes but they are not measurable or don't fit the purpose of the project.	The grant proposal contains either goals or outcomes that are measurable and fit the purpose of the project.	x1	
Budget	The grant proposal is not sustainable or inadequate funds requested.	The grant proposal is somewhat sustainable and requesting just enough funds.	The grant proposal contains a thoroughly researched budget and clear vision for extra funds needed.	x1	
Total					/60