



**ELWYN REMINGTON FOUNDATION**  
**Public Improvement Grant Application**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Project/Program Title: \_\_\_\_\_

Project/Program Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project/Program Cost: \$ \_\_\_\_\_

Amount of grant request from the Elwyn Remington Foundation: \$ \_\_\_\_\_

Has organization previously received funding from the Elwyn Remington Foundation?  Yes  No

Signature of organization's president or CEO: \_\_\_\_\_

# **GRANT GUIDELINES**

## **Eligibility Criteria**

To be eligible for a public improvement grant from the Elwyn Remington Foundation, your organization must (1) be tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and (2) not be a private foundation as defined in Section 509(a) of the Internal Revenue Code.

The Foundation does not make grants to individuals or private businesses.

## **Geographic Funding Limitations**

The Foundation makes public improvement grants to organizations whose work will benefit people residing in the greater Antigo, Wisconsin area.

## **Funding Limitations**

The Foundation generally does not fund the following:

1. On-going requests for general operating support, annual fund-raising campaigns, operating deficits or endowments.
2. Charities operated by service clubs.
3. Organizations that in turn make grants to others (with the exception of community foundations).
4. Activities that are normally the responsibility of government. However, the Foundation will, in selective cases, join with units of government in supporting special projects.
5. A second request for a capital campaign for which the Foundation previously approved a grant.
6. Conferences, group travel, honoraria for guest speakers.

## **Review of Proposals**

The Foundation accepts proposals throughout the year. The Board of Directors reviews and votes on proposals at their spring and fall meetings. Each applicant will be notified in writing of the Foundation's final decision regarding its proposal, usually within two weeks after a Board of Directors meeting.

## **GRANT GUIDELINES**

### **The Proposal Packet**

All grant proposals must be submitted in PDF or XPS format and e-mailed to [info@remington-foundation.org](mailto:info@remington-foundation.org). A grant proposal packet must include the following:

- Cover page (page 1 of these materials) signed by organization's president or chief executive officer.
- Narrative clearly stating the goals, objectives and anticipated outcome(s) of the proposed project or program.
- Organization's or program's current or projected annual operating budget, including adequate detail of revenues and expenses.
- Members of organization's governing body and its officers, showing business, professional and community affiliations.
- Letters of support and, if applicable, letters from other organizations or agencies indicating their intent to collaborate.
- IRS determination letter stating that your organization is exempt from tax under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation under Section 509(a) of the Internal Revenue Code.
- Organization's most recent audited or reviewed financial statements.

If you have questions about these guidelines, you may contact Mark Bradley, the Foundation's Secretary, by e-mail at [info@remington-foundation.org](mailto:info@remington-foundation.org).