Western Indiana Community Foundation
2025 Community Legacy Grant – Application

Eligibility Requirements

Congratulations! Your letter of interest has been approved, and the Foundation is eager to learn more about your project. To proceed, please complete the following grant application, which will guide you through providing the necessary details. A few questions with their answers have been carried over from your letter of inquiry (LOI). If one of these LOI question answers need to be changed, please reach out to Kim Eaton at the Foundation.
Also, don't forget, you'll be required to present an in-person review of your project to our Board or grant committee in May or November (depending on when this application is submitted).

Organization Information

How long has your organization been in existence? *
Years and months.

Please give your organization's mission and briefly describe your primary activities. *
This should include your official mission statement.
The primary activities should give a brief overview of the main programs, services, or initiatives your organization undertakes to fulfill its mission. Keep the description high-level and relevant to the grant application, emphasizing the activities most aligned with the grant's focus.

Describe your organization's leadership and governance structure. *
We want to know how your organization is managed and governed.
Do you have a CEO, board of directors, trustees, or are you a group of community-minded individuals? Do you hold regular meetings? If so, how often do you meet? How does your group ensure accountability, transparency, and ethical management. Tailor your answer to reflect the size and type of your organization, providing enough detail to demonstrate effective leadership and governance.

Please list first and last names of the organization's officers or leaders. *
List one name and title, then hit return to have the next name listed on a new line. This list should state the president, vice president, secretary, and treasurer. Officers could have different title names across different organizations. We want to know who the top leaders are of this project. This could be chair or co-chair, organizer, etc.
Example:
Sally Jones, President
John Doe, Vice President

What is your annual budget amount and how is it funded?*

This is not the budget for the grant. We are asking for your organization's budget. Providing a budget helps us understand your organization's financial stability, sustainability, the grant need, and fiscal transparency.

Please attach a copy of the current year budget.
This is a document showing the revenue you are expected to receive and the expense categories you plan to pay out.
Upload File

IRS Information
In this section:
1. If you have a 9 digit (xx-xxxxxxx) Federal Tax Identification Number (ID#) or Employer Identification Number (EIN), enter it in the box.
2, Attach a copy of your organizations IRS Letter of Determination (Exceptions include, Federal, State, Local Governments, Churches, and Public Schools.) NOTE: An organizations state sales, property, or income tax exemption letter DOES NOT qualify as an "IRS determined" nonprofit.
Upload IRS determination letter

Project Information

Project Name* (transferred from LOI)

Select the Focus Area that best describes your project.
Choices: Tourism, Libraries, Education, Children & Youth, The Environment, Protective Services, Parks & Recreation, Perennials (ages 65+), Downtown Revitalization, Community Development, Health & Human Services, Quality of Life Enhancements, Workforce & Economic Development, Arts, Culture and Historic Preservation, Other
If focus area is "Other", please explain:

Anticipated Project Start Date*

Anticipated Project End Date*

Project Description *
Please provide a high-level overview of your project, highlighting its purpose, target audience, and expected outcomes. We are looking for a concise summary. Detailed questions on specifics are coming up.

How does this project align with your organization’s mission and goals?*

Is this a new initiative, or is it an ongoing project? *

New Initiatives: Clearly state that it's a new project. Describe why it's being introduced now. Discuss how the idea was developed and what you hope to achieve. Highlight any pilot work, research, or community input that led to its creation.

Ongoing Initiatives: Indicate how long the project has been running and provide a brief background. Include information about its past successes, milestones, or growth. Mention why the project continues to be important and any plans for improvement or expansion.

What community needs does this project address? How was this need identified? *

How has the community or people served been involved in the development & execution of the project? *

Explain how the people or community involved in the project have or are actively contributing to its planning and implementation. We want to understand how the project has been developed collaboratively or by your organization, and how outside input or participation has shaped development and will shape its success.

How many individuals will this project directly serve? *

Demographics of those served*

Please tell us about the groups of people this project will help, such as their age ranges, backgrounds, economic level, or other important details

What are the anticipated short & long term benefits to the people served and the community at large? *

Describe the various ways you will promote the Community Foundations funding of the project? *

Provide detailed strategies on HOW and WHERE you will promote the Community Foundations funding of this project. The Community Foundation relies on the generosity of individuals, businesses, civic organizations, alumni, and others to support the activities of the Community Foundation. Your promotional activities, acknowledging the Foundation's support of the project, assists the Foundation in sharing our story. In this way, you help us help you!

Additional Supporting Information (Limit of 2 pages)

Please provide any additional supporting information to review with your application. This is the ideal place to attach a picture(s), vendor estimates, letter of support, etc. It should not be a repeat of information already provided in the application.

Upload File.

Grant Funding Information

Total Project Budget (transferred from LOI)
This amount is the full cost of the project and can exceed the amount you are requesting from the Foundation. This amount should include amounts you have budgeted or fundraised, contributions from other organizations or grant programs, and the amount being requested from the Community Foundation.
Please note: The community Foundation prioritizes grant requests that demonstrate support through contributions from you and/or other community partners, rather than relying solely on the Foundation full project funding.

Are you requesting full and complete funding for this project from the Foundation? (transferred from LOI)

Does the total project budget answer equal to the total amount requested from the Foundation? (transferred from LOI)

Which Community Foundation are you requesting funding and how much?
(transferred from LOI) Completed Table: Community Foundation Name; Amount Requested

Upload the budget for this project*
Include a line-item budget showing revenue and expenses for the whole project or program.
- Revenue line item examples would include monies from the organization's budget or savings, fundraisers, participant fees, in-kind work, grants from other organizations, etc. This should include all pending and confirmed funding.
- Expense line item examples would be what the funding is going towards such as specific items being purchased, project supplies, construction materials, contractor or consultant work, etc.
Upload File

In the event this request is only partially funded, how will you address the funding gap?*
The Community Foundation has a limited amount of funding available per year. Grant requests are competitive. Based on the number of grants received and/or funding priorities, the board of directors may only award a portion of the amount requested. What will your organization do if the full amount is not awarded? What are your contingency plans, such as scaling the project, seeking additional funding, or modifying the project scope.

Is this a long term project? How will it be sustained past the grant period?
How long will this project or program continue into the future past the grant period? How will it be sustained in funding and maintenance?

Disclosure Agreement

Western Indiana Community Foundation's role in Grant Applicant's programs and services is

limited solely to making grants and assuring grants are administered in accordance with the terms of the approved application.
The Grant Applicant represents and warrants that it will use all granted funds in accordance with applicable laws and for the purpose(s) of the approved application.
Grant Applicant agrees to indemnify, and hold the Western Indiana Community Foundation harmless from any liability imposed on the Western Indiana Community Foundation based on any conduct or omission occurring in connection with a program or service of Grant Applicant for which the Western Indiana Community Foundation has provided a grant.

Electronic Signature *

Please type your FIRST and LAST name indicating that you acknowledge and agree to the terms of the Disclosure Agreement. *

Confirmation*

I understand and agree.