



## Community Grant Request

### ***Purpose:***

The Community Grant Fund is designed to respond to unexpected needs or special funding opportunities where a small investment could make a big difference to nonprofits and their constituents in the Papillion community. Grants made from the Community Grant Fund are broad in nature and can be for any purpose that directly benefits the residents of Papillion. The Community Grant Fund meets the needs for requests where the traditional application process and timeline would result in a loss of an opportunity or project or where other funding sources are not available.

- Community grants are not meant to take the place of proper planning. They are available to respond to needs or opportunities within the community that arise and require quick action.

### ***Grant Amounts and Approval Process:***

The maximum size of a Community Grant is \$2,500. Grants are generally approved within one month of receiving an application. Grant amount approval is approved at the discretion of the Papillion Community Foundation Board of Directors and can be approved at any amount less than or equal to the amount requested but no less than \$500.

### ***Eligibility:***

To be eligible for a quick response grant, the applicant organization must:

- Be a tax-exempt organization under 501(c)(3) of the Internal Revenue Code or an organization recognized by the IRS as those to which gifts are tax-deductible.
- Provide programs and services that benefit residents of Papillion, Nebraska.
- Demonstrate that programs are open and nondiscriminatory.

Note: Individuals are not eligible to apply for Community Grants.

### ***Application Procedures:***

Applications for Community Grants are accepted and reviewed on an ongoing basis. You must contact the Papillion Community Foundation prior to submitting a proposal to discuss the appropriateness of the request. Organizations wishing to apply must submit the following information to the Papillion Community Foundation:

- The attached Community Grant Fund Application.
- A one-page proposal outlining:
  1. The need
  2. The target audience
  3. The activities to be accomplished
  4. The proposed outcome(s) or result(s)
- Your organization's 501 (c)(3) IRS determination letter verifying nonprofit status.

Grant requests can be submitted by mail, fax or e-mail to:

Laura Schwartz, Executive Director  
109 N. Washington Street, Papillion, NE 68046  
Phone: (402) 331-3917  
Email: [lschwartz@papillionfoundation.org](mailto:lschwartz@papillionfoundation.org)

# Community Grant Fund Application

A. Organization Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Telephone: \_\_\_\_\_ D. Fax Number: \_\_\_\_\_

E. E-Mail Address: \_\_\_\_\_ F. Website: \_\_\_\_\_

G. Chief Executive Officer: \_\_\_\_\_

H. Contact Person and Title: \_\_\_\_\_

(if other than the Chief Executive Officer)

I. Amount Requested: \_\_\_\_\_

Briefly describe your organization's mission:

Please provide information about the other funders/resources to which you have applied for funding for this project and for what amount(s):

**Attach no more than one page to this application with the following information:**

1. The need
2. The target audience
3. The activities to be accomplished
4. The proposed outcome(s) or result(s)

Attach a copy of your organization's 501 (c)(3) IRS determination letter verifying nonprofit status.