



# BOARD POLICY

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005	<b>GENERAL FUND GRANT REQUESTS</b>	9	2	08	3	2	10	1 of 1

**PURPOSE:**

To set forth the process to apply for general fund grants.

**GUIDELINES:**

**1. Deadlines for submission of Applications:**

Grant requests may be submitted to the Foundation at any time. The foundation will act on submitted proposals in timely manner. However, requests received less than two weeks prior to the next scheduled Board meeting may result in review and consideration at a subsequent Board meeting.

**2. Who may apply:**

Applicants must be not-for-profit, tax exempt and service a public purpose.

**3. How to apply:**

Application may be mailed or delivered to:

The Lake Mills Area Community Foundation  
*P.O. Box 33*  
*Lake Mills, WI 53551*

**4. Purposes for which funds may be requested:**

- A. Projects should be for educational, cultural, charitable or benevolent purposes that will benefit and improve the Lake Mills community.
- B. Projects should be creative, innovative and address community needs.
- C. Projects are expected to be accomplished within a specific period of time, generally not more than one year.

**5. The Foundation typically DOES NOT award grants:**

- A. To support operating or on-going expenses of organizations.
- B. To pay wages or salaries.
- C. In response to annual drives, to eliminate previously incurred deficits or expenses or debt retirement.
- D. To endowment funds.
- E. For religious or sectarian purposes, unless such provides benefit to the community as a whole.
- F. To individuals, other than through awards or pre-established scholarship funds.
- G. For lobbying, partisan political purposes or campaigns.

**6. Formal presentation of proposal:**

In addition to submission of a written proposal, all grant application proposals may be subject to a formal presentation to the Foundation Board.

**Note:** The grant request application must be approved and signed by a supervisor, when applicable. For example, a request involving the School District or its students must be approved by a building principal or the District Administrator. Requests from city departments must be approved and signed by the City Manager.

**POLICY APPROVALS:**

Board Secretary	Date			Board President	Date		
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