

*Thank you for your interest in the Cream City Foundation 2018 Impact Grant Program. **Once you start your application, you will not be able to save and return later.** Please review the below material—which includes submission guidelines, required information about applicant organizations, and supplementary application questions—before beginning your application to ensure that you can complete your application in one sitting.*

## **Organization Requirements—2018 Impact Grant Program**

### **ELIGIBLE ORGANIZATIONS**

- Any established 501(c) (3) public charity as defined under the Internal Revenue Code or governmental agency.
- The program must serve people in Dodge, Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Waukesha or Washington County.
- The program must primarily provide direct services to LGBTQ+ members of communities who reside in at least one of the above counties.
- Organization affirms that it is an Equal Opportunity Employer and complies with all laws and regulations prohibiting employment or other discrimination. Organization agrees not to discriminate against any employee, applicant for employment, customer, volunteer or any person eligible for services by their organization because of age, race, religion, color, handicap, sex, physical condition, developmental disability, gender identity and expression, sexual orientation or national origin.

### **APPLICATION REQUIREMENTS**

- Organization must submit a complete entry and supply all information and forms as listed in the application.
- Organization may only apply for one grant. All completed applications will be considered. Each application is reviewed by a committee comprised of Cream City Foundation board members and community partners. A determination is made if it fits with the intent of the Cream City Foundation request for proposals in each of the identified areas of impact (equity, health, prosperity). Organizations will be notified.
- A minimum of two organizations must partner together on the proposed project; ideally one organization will provide LGBTQ+ cultural competency and the other organization(s) will provide competency in the direct service delivery in one of the elevated priority areas of equity, health or prosperity.

### **INELIGIBLE ORGANIZATIONS**

- Organizations that hold a position against or advocate against the rights of LGBTQ+ members, or communities
- Scholarship funds

- Public and private foundations or Endowments and any nonprofit that redistributes funds to other organizations
- Individuals participating in contests or pageants or individual appeals for services
- Trips, tours or conferences
- Festivals or events – Cream City Foundation will entertain sponsorship proposals outside of this grant-making mechanism

### **Submission Guidelines—2018 Impact Grant Program**

#### **Additional Qualifiers or Restrictions**

- Only one (1) submission is allowed per organization per impact area (equity, health, prosperity). If organization is affiliated with other entities, only one submission from either the parent or its subsidiaries will be considered.
- All information submitted will become the property of Cream City Foundation and will not be returned.
- Incomplete entries may be disqualified.
- Cream City Foundation reserves the right to disqualify any organization it deems inappropriate for the program.
- Submissions received after the deadline will not be accepted.
- Cream City Foundation reserves all rights and all decisions are final.

#### **Submission Requirements**

- The completed applications packet MUST be submitted by Friday, December 28, 2018 at 11:59 PM – NO EXECPTIONS.
- Applications and supplemental materials MUST be submitted via our website portal at [www.creamcityfoundaton.org/grants](http://www.creamcityfoundaton.org/grants)
- Please direct any questions to [grants@creamcityfoundation.org](mailto:grants@creamcityfoundation.org)

### **Application Specifics—2018 Impact Grant Program**

#### **Contact Information**

- Primary contact for the application
- Primary organization CEO and contact information
- Address and Organization names for each applicant organization

## **Demographic & Financial Information for all Applying Organizations**

- Information on the people served, including the percentage of people served who identify as LGBTQ+ from **all** applicant organizations. *Please be prepared to provide an estimate for these numbers if exact information is not known.*
- Financial information for all applicant organizations, including a budget breakout. You should be prepared to list the percentage of funding **for all applicant organizations** coming from corporations, foundations, government sources, individuals, and federated campaigns (such as United Way)

## **2018 Supplemental Questions**

- Describe the services/programs provided by the organizations.
- Describe the project/program, including ways in which the organizations will collaborate to address the identified priority.
- Provide a preliminary framework for how you will assess your success in this project/program. This framework should establish:
  - What metric or parameter you will use to identify success.
  - What tools you will use to measure success
- Describe the partnership between the organizations, including any infrastructure or governance plan for the collaboration.
- Describe specifically how Cream City Foundation Impact Grant dollars will be used.

## **Documentation—PDF format preferred for all documents**

- Tax exempt/IRS Determination letters for each applicant organization
- Budget for the proposed program (optional)
- Any other supporting documents (optional). Please note that supporting documents will have to be submitted as a single file. PDF format is preferred