



## GRANT REQUEST FORM (For Amounts Above \$2,500)

Thank you for your interest in the Mount Horeb Summer Frolic grants program. Our board must be selective in choosing requests that fall within our guidelines and have the most potential to benefit the community. In order to be effective and to accommodate applicants, please read through the guidelines and fill out the form completely.

Due to the overwhelming number of requests received, the Summer Frolic is unable to accommodate every request. If you do not receive a grant the first time around and your project meets our guidelines, you are welcome to apply again the following year.

*If you have questions about submitting a grant request, please email [info@mthorebsummerfrolic.com](mailto:info@mthorebsummerfrolic.com).*

### Timeline

Please submit your grant request **no later than September 30** for issuance at the end of the year.

The Summer Frolic Board of Directors will begin reviewing requests in October and make its decisions on which projects to fund by November 30. Your organization's representative will be notified of the grant request status once a decision is made.

### Guidelines

The Mount Horeb Summer Frolic funds parks and recreation-related projects that enhance the quality of life for Mount Horeb area residents and make the community a better place to live.

The Summer Frolic Board will not issue grants to:

- Any projects that do not fall within the scope of parks, recreation or community enhancement
- Political campaigns, or attempts to influence public officials
- Organizations that unlawfully discriminate as to race, religion, income, gender, disability or national origin

- Projects or programs aimed at promoting the teachings of a particular church or religious denomination, or construction projects of churches and other religious institutions
- Fraternal, veterans or labor organizations
- Projects or foundations affiliated with a for-profit entity
- Endowments
- Organizations for ongoing operating support
- Relieve or reduce debt
- Beauty or talent contests
- Individuals
- Team sponsorships
- Medical, scientific or academic research
- Pay for travel or trips

Preference may be given to 501(c)(3) organizations and other types of nonprofit organizations.

### **Application**

Please complete all information and provide documentation when necessary. Incomplete applications will not be evaluated or funded.

Project Name:

Applicant Name and Address:

Organization Name (if any):

Organization website and email (if applicable):

Contact information (email & phone):

Grant Request Amount:

Please provide a description of your project. Include location, timeline, who it will serve and how it will be overseen.

Please explain how your project provides value to the community.

Who will be overseeing your project?

What geographic area(s) will benefit from your project?

What age groups will benefit from your project?

If your grant is approved, how will the dollars be used?

What other sources of funding are you utilizing for this project, and how much additional funding is needed?

How do you plan to publicize the project and recognize the Mount Horeb Summer Frolic as a contributor? (press release, social media, newsletter, etc.)

## Requirements

A representative for your project will be required to speak at an upcoming Summer Frolic Board meeting to answer any questions posed. The board meets the second Tuesday of the month at 7 p.m. at the American Legion Hall.

A final grant report must be submitted within one year of the award's receipt. The Summer Frolic will not accept funding requests from individuals or organizations that have not completed final reports following previous grant awards.

Please make 5 copies of this application and any additional documents for board members to pass around for review.

If your organization is a 501 (c)(3), please include a copy of the most recent Form 990 and Letter of Tax Exempt determination from the IRS. Additional documents, such as past organization financial statements, must be made available upon request.

By signing below, you agree that all information provided in this application is true and accurate to the best of your knowledge.

Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

*Money awarded (total amount or any portion thereof) that has not been expended for the specified purpose **MUST be returned** with the applicant's year-end report.*

## Submission

Please submit your application via email to [president@mthorebsummerfrolic.com](mailto:president@mthorebsummerfrolic.com) or by mail to:

Mount Horeb Summer Frolic  
P.O. Box 252  
Mount Horeb, WI 53572