



325 W. MAIN STREET, SUITE 1110

LOUISVILLE, KY 40202

www.FelixMartinFoundation.org

Community Grants Program

1. Who can apply for a Community Grant?

The Felix E. Martin Jr. Foundation welcomes grant applications from nonprofit organizations for the benefit of the residents of Muhlenberg County, Kentucky. Grant proposals should support civic, educational or cultural projects in Muhlenberg County, with preference to those that relate to an aspect of the four key areas of need, Economic Development, Youth Services, Substance Abuse Services, and Health/Human Services.

Applicants must be either:

- A nonprofit, 501(c)(3) public charity in good standing, or a charitable project that is fiscally sponsored by a 501(c)(3) public charity in good standing;
- A church;
- A public school or school district, OR
- A unit of government serving Muhlenberg County, Kentucky

Please note, the Foundation does not support:

- Grants to individuals;
- Grants to faith-based institutions *for religious purposes or expansion of church facilities or operations*;
- Requests that seek to substitute or supplant funding that is the legitimate responsibility of government;
- Requests from units of government that have their own capacity to raise funds, or requests that are intended to reduce the funding responsibilities of taxing authorities;
- Organizations that discriminate due to race, color, religion, national origin, political affiliation, age, sex, sexual orientation, gender identity, disability or any other legally protected classification.

2. How can I apply?

If, after reviewing the guidelines above, your organization feels that your project meets the criteria for consideration, please call the Foundation at 270-977-9194 to discuss your project. During the call, a Foundation staff member may direct you to complete a Community Grants application.

After an application is submitted, you may be asked to provide more detailed information after Foundation staff completes an initial review of the application. This may include providing additional materials, a face-to-face interview or site visit.

3. How much funding can an organization apply for?

Grants of any amount will be considered. Grant applicants requesting in excess of \$20,000 are likely to be considered outside of the Community Grants program and will likely require additional time for review and approval.



4. When are Community Grants applications due?

The Foundation accepts grant requests throughout the year and makes funding decisions on a quarterly basis. Quarterly deadlines for consideration in fiscal year 2024-2025 are:

Monday, July 15, 2024
Monday, October 21, 2024
Monday, January 13, 2025
Monday, April 14, 2025

All grant awards for this fiscal year will be determined by June 30, 2025.

5. How do I submit an application?

Community Grants applications are accessible online on the Foundation's website at www.FelixMartinFoundation.org, and may be submitted via email or post mail using the contact information listed below:

Email: FelixMartin@cflouisville.org

Post mail: Felix E. Martin Jr. Foundation
325 W. Main Street, Suite 1110
Louisville, KY 40202

6. If I receive a grant, what happens next?

If your organization is selected to receive a grant from the Foundation, you will be asked to sign a formal grant agreement. This document will detail how the grant will be paid, on what time schedule you will execute your project, and when project updates will be submitted to the Foundation. Once your project is complete, a final project report to the Foundation will include financial documentation of how the grant money was spent, what the results and outcomes were, etc. A site visit may also be conducted.

7. If I have questions about the application, who do I contact?

Contact Meredith Zahirovic, Director of Grants, at 270-977-9194 or meredithz@cflouisville.org.



GRANT APPLICATION

Organization Name: _____

Address: _____

Contact Person and Title: _____

Telephone: _____ **E-Mail:** _____

Project Title: _____

Amount Requested from the Foundation: \$ _____

Your application MUST include the following attachments:

1. **Project Summary:** a summary describing your project in 150 words or less.
2. **Organizational Overview:** Please share:
 - Your organization’s mission.
 - Name and contact information of executive director.
 - List of current board members, including their professional affiliation (i.e. “Attorney at XYZ Law Firm”)
 - Number of paid staff and/or active volunteers.
 - Annual revenue for last fiscal year. *(IRS 990 Line 12, IRS 990-EZ Line 9 or IRS 990-N gross receipts)*
3. **Project Execution:** a detailed description of the project. (There is no word or page limit for this document.) Please include:
 - A description of the challenge in the community that the project addresses and what outcomes are you hoping to achieve.
 - Who will benefit from this project and how many you hope to serve.
 - How and where the project will be executed (including a timeline).
 - Partnerships (if any) with other organizations. Please describe how the partner will support the project.
4. **Total Project Budget:** Include a detailed copy of the project budget.
5. **Funds Already Secured for Project:** List amount and source of funds already committed to this project. Do not list potential sources.
6. **Verification of Tax Exempt Status:** If you are recognized by the Internal Revenue Service as a 501(c)(3) charitable organization, please include a copy of your Tax Exempt Letter, including your EIN number.
7. **Additional Documentation:** You may submit any additional documents you feel would support your application, including letters of support, annual reports, newsletters, photographs, etc.

Verification:

Signature of Applicant & Title

Date

Signature of Executive Director or School Principal

Date

*If application submitted via e-mail, please send to felixmartin@cflouisville.org
If application mailed, please submit to: 325 W. Main St., Suite 1110, Louisville, KY 40202-4251*