

# General Grant Application (Requests over \$500)

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*Raibrook Foundation*

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## ORGANIZATION INFORMATION

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### A. Does Your Organization Serve Door County, Wisconsin?\*

#### Choices

Yes

No - Your organization is NOT ELIGIBLE

### B. Nonprofit Status/Government Status\*

**ELIGIBLE NONPROFIT organizations must submit the appropriate documentation:**

- **501(c)(3) nonprofit** (Submit IRS Determination Letter)
- **School** (Submit Proof of Government Status on School Letterhead)
- **Government Unit** (Submit Proof of Government Status on Agency Letterhead)

#### **NOTE:**

NOT ACCEPTABLE - Wisconsin Sales Tax Exemption Letter

### Upload IRS Letter or Government Status Letter Below

*File Size Limit: 9 MB*

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## PROJECT INFORMATION

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### C. PROJECT NAME\*

**Name of Project**

*Character Limit: 100*

### D. PROGRAM AREA\*

Select one category that BEST describes your project.

#### Choices

Education

Recreation

History

## E. PROJECT DESCRIPTION & DESIRED IMPACT\*

Briefly describe the NEED or OPPORTUNITY that your project / activity addresses and WHO will benefit.

*Character Limit: 2000*

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## FINANCIAL INFORMATION - PROJECT BUDGET

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### F. PROJECT BUDGET\*

#### INSTRUCTIONS:

For accuracy, stop & complete the Project Budget Form at this stage before proceeding with the remaining application.

1. Download the [Project Budget Form](#).
2. Collect project cost estimates. (e.g. vendor quotes from sources such as Home Depot, Amazon, Walmart)
3. List all project costs.
  - o ***NOTE:*** You may group similar items together as a single entry. (e.g. list various book titles under "Books")
4. Assign a reference number to each estimate to match the item listed on the project budget.
5. Complete the project budget and upload below.

**\*\* [Click Here for Instructions: How to Complete & Upload the Project Budget.](#)**

#### Project Budget Upload / EXCEL ONLY

*File Size Limit: 3 MB*

### G. PROJECT ESTIMATES UPLOAD\*

- Combine all project budget estimates into ONE FILE and upload below.

**\*\* [Click Here for Instructions: How to Upload Project Estimates as ONE FILE](#)**

#### Estimates Upload:

*File Size Limit: 3 MB*

### H. TOTAL PROJECT COST\*

- Refer to the Project Budget form.

**Enter Project Total (Yellow Box):**

*Character Limit: 20*

**I. COMMITTED FUNDS / ALLOCATED FUNDS\***

- Refer to the Project Budget form

**(NOTE: Committed Funds/Allocated Funds cannot be \$0)**

**Enter Committed Funding Total (Red Box):**

*Character Limit: 20*

**J. GRANT REQUEST TOTAL\***

- Refer to the Project Budget form.

**Enter Grant Request Total (Green Box):**

*Character Limit: 20*

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**ADDITIONAL PROJECT DETAILS**

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**K. PROJECT STATUS\***

- Has any part of the project been started? (i.e. ordered items, signed contracts)

**If yes, provide details below:**

*Character Limit: 100*

**L. USE OF FUNDS TO DATE**

- Has any money been spent on the project so far? (i.e. deposits paid)

**If yes, provide details below:**

*Character Limit: 100*

**M. BUDGET PRIORITIES\***

- Are any items in the project budget a higher priority than others?

**Explain Below:**

*Character Limit: 100*

## **N. CONTINGENCY PLAN\***

- **What is your plan if the project receives partial funding or no funding?**

**Explain Below:**

*Character Limit: 100*

## **O. SUPPORTING DOCUMENTS - OPTIONAL**

- **If applicable, include any additional information, literature, or photos relevant to your grant request.**

**Upload ONE FILE (10-page limit)**

*File Size Limit: 8 MB*

## **P. ELECTRONIC SIGNATURE REQUIREMENT\***

**Certification Statement**

**By signing below, I certify that:**

- **I am authorized to submit and sign on behalf of my organization.**
- **The information provided above is true, accurate and complete.**
- **The organization's federal tax-exempt status is active, and its operations and sources of support remain consistent with the IRS determination letter.**
- **If awarded funding, the organization will comply with all applicable terms, and the grant funds will be used solely for the purposes outlined in this application.**
- **The organization agrees to submit paid receipts to document the proper use of grant funds.**
- **The electronic signature below carries the same legal validity as a hand-written signature by the organization's authorized representative.**

**Authorized Signature/ Title:**

*Character Limit: 100*