

# R. Kubly Family Foundation, Inc.

## Grant Information

### LETTER OF INQUIRY

This is the first step in the R. Kubly Family Foundation, Inc. grant application process. Only organizations that submit a Letter of Inquiry and receive notification of acceptance from the Foundation will be eligible to submit a full grant application. Please create up to a two-page document containing the following information. Please do not include any attachments.

*Organizations submitting a Letter of Inquiry will receive notification within 90 days of receipt of the letter of inquiry by the Foundation if they are eligible to submit a full grant application.*

*Organizations submitting eligible grant applications will receive notification within 90 days of receipt of the application by the Foundation of approval or denial of the grant application.*

1. Organization Name
2. Grant Contact Name, Title & Email
3. Organization Executive Director or Board President Name & Email
4. Organization Address & Phone
5. Organization tax ID number / EIN
6. Organization Mission
7. Project Name and Expected Start & End Date
8. Project Budget: Include (1) the project total, (2) funds raised/pledged to date, and (3) funds requested from the R. Kubly Family Foundation. A very brief budget narrative is optional.
9. Project Description: Summarize the project. Describe the purpose of the proposed project, the issues that will be addressed, the significance of those issues, and the impact on Monroe, Wisconsin. Also include the audience that will benefit and the size of the audience. Describe how your project will expand or complement existing community services, plus any arrangements to collaborate with other organizations. Describe the sustainability of the project.
10. Proposed Outcome: List up to three measurable outcomes for the project.
11. R. Kubly Family Foundation Alignment: Describe how the project furthers the mission of the R. Kubly Family Foundation listed in the Grant Guidelines.

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### APPLICATION INFORMATION & INSTRUCTIONS

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- Organizations submitting an eligible application will receive notification of acceptance or denial within 90 days of receipt of the application by the Foundation. Please note: A Letter of Inquiry must be accepted and approved prior to an application being submitted.
- Include one copy of each of the following attachments:
  - 501(c)(3) Certificate of Tax Exemption
  - List of board of directors and their affiliations
  - If an applicant organization is not a federally registered 501(c)(3), another organization must agree to serve as fiscal agent. A letter of agreement signed by both parties and a copy of the fiscal agent's 501(c)(3) must accompany the proposal.
- Grant recipients may be asked to make a brief presentation about the project to the R. Kubly Family Foundation.
- Mailed applications should be sent to:  
R. Kubly Family Foundation, Inc.  
C/O Community Relations  
1112 7<sup>th</sup> Avenue  
Monroe, WI 53566
- Emailed applications should be sent to: [info@KublyFamilyFoundation.org](mailto:info@KublyFamilyFoundation.org)
- A final evaluation assessing project outcomes must be completed by the grant recipient within three months of the completion of the project and provide to The R. Kubly Family Foundation. Grant recipients who fail to complete this assessment will not be eligible for future grants.
- Questions about the grant process may be directed to The R. Kubly Family Foundation at [info@KublyFamilyFoundation.org](mailto:info@KublyFamilyFoundation.org)

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### APPLICATION COVER PAGE

Organizations submitting an eligible application will receive notification of acceptance or denial within 90 days of receipt of the application by the Foundation.

Application Date: \_\_\_\_\_

Name of Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Start & End Dates: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Date Funding Needed: \_\_\_\_\_

Major sources of funding for the organization by percent and amount:

Your organization's federal tax exempt number: \_\_\_\_\_

Has the governing board of your organization adopted a policy which states that the organization does not discriminate on the basis of age, race, religion, gender, marital status, sexual preference, disability, or national origin?

Yes \_\_\_ No \_\_\_ Date policy adopted: \_\_\_\_\_

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### DESCRIPTION OF REQUEST

Please read all application questions before answering, to provide for a more efficient, non-duplicative application. Whenever possible, please use bullets to provide concise, easy to follow, informative answers.

**1. Description of Applicant Organization**

Describe the mission, purpose, and programs of your organization.

**2. Project Purpose Statement**

Outline the purpose of your project. Explain specifically how the requested funding furthers the mission of the R. Kubly Family Foundation listed in the Grant Guidelines. What will your main impact be on Monroe? Who is the main audience for this project?

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### **3. Activities/Strategies**

Describe the activities and/or strategies to accomplish your proposed purpose.

### **4. Qualifications**

What are your organization's qualifications and system for running this project?

### **5. Proposed Outcomes/Indicators**

How do you hope to measure your results, to know if your project has been successful or not? What will the indicators be to show the success of your project? Outcome measurement is a cornerstone of the R. Kubly Family Foundation's grant making. For information on this approach to project design and evaluation, please consult published resources listed on the last page of this report. A final grant evaluation, including a detailed expense report will be required.



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### OUTCOME MEASUREMENT RESOURCES

*The Basic Guide to Outcomes-Based Evaluation for Nonprofit Organizations with Very Limited Resources*, developed by Carter McNamara, a management consultant in St. Paul, Minnesota, is a good resource. This online guide is available to view at:

<https://managementhelp.org/evaluation/outcomes-evaluation-guide.htm>