



Kentucky Derby Festival Foundation, Inc.
1001 South Third Street
Louisville, KY 40203
(502) 584-3378 www.kdf.org/foundation.html

COMMUNITY GRANTS PROGRAM

MISSION STATEMENT:

The KDF Foundation works to expand the reach of the Kentucky Derby Festival and to develop events promoting cultural and educational growth of Greater Louisville. The Foundation enables increased charitable giving and outreach from the Kentucky Derby Festival.

BACKGROUND:

Grant requests are reviewed according to criteria and guidelines established by the Foundation's Grant Committee. Grant decisions are made at the Committee's recommendation by the Foundation Board of Directors acting within such guidelines and applicable law. Grants are made to IRS qualified 501-C-3 public charities (but not private foundations) that carry out activities primarily in the greater metropolitan Louisville area.

In completing this application, the applicant may provide additional information in the form of attachments. A copy of the applicant's IRS determination letter granting tax-exempt status under section 501-C-3 of the Internal Revenue Code must accompany this application.

SCOPE OF FUNDING:

The amount awarded is determined each year. The Kentucky Derby Festival Foundation does not fully fund projects; therefore, additional funds must be generated and documented by the grantee. Grants are for a one-year period only. All awarded funds must be utilized during this period or be forfeited.

APPLICATION FORM REQUIRED:

All grant applicants must complete the required application form that is enclosed with this mailing. The application form is also available on the Kentucky Derby Festival Foundation website – www.kdf.org/foundation.

GRANT REVIEW PROCESS:

Grant applications are due July 1. The Foundation Grants Committee and Festival staff will review all applications. They will evaluate how the proposed project fulfills the grantee's mission and meets the objective of our Community Grants Program.

Applicants will be notified of funding decisions by mail prior to October 15. *Note: applications for funding to develop for events occurring during the Derby Festival may be expedited as needed.*

ELIGIBLE ORGANIZATIONS:

Any nonprofit organization, which meets all of the following three criteria, is eligible to apply:

- The organization must provide the majority of its charitable services to the residents of the Louisville metropolitan area including Southern Indiana.
- The organization must have a functional board of directors.
- The organization must have proof of 501(c)(3) nonprofit status. Public and private schools are eligible to apply.

INELIGIBLE PROJECTS OR PROGRAMS:

Grants will not be made for the following projects or programs:

- Capital Campaigns
- Annual Fundraising
- Endowments
- Sectarian Purposes

CRITERIA & GUIDELINES

The Kentucky Derby Festival Foundation seeks applications which:

- Develop music concerts, art exhibitions, theatrical and dance performances during the Derby season that fulfill cultural and educational purposes.
- Assist organizations or events that promote, foster, or assist charitable, scientific, literary, educational enterprises, activities, and institutions.
- Preserve or promote the history of Greater Louisville, Jefferson County or the region as effected by the Kentucky Derby Festival.

Particular consideration will be given to the following in evaluating the merits of your request:

- The capacity of an organization and its staff or volunteers to achieve expected results.
- Outcomes which are measurable.

Organization Name _____
Address _____
City _____ State _____ Zip _____
website _____

Contact Person _____ Title _____
Telephone _____ Fax _____
e-mail _____

Project Title _____

Total Project Budget: _____ Requested Amount: _____
Total 2007 Organization Budget: _____ Duration of Proposed Project: _____
Starting Date: _____ Ending Date: _____

On this sheet, please provide a summary of your proposed project.

What do you hope to accomplish through your proposed project? How will this project reduce or solve the problems and/or barriers described above? What are the short and long term goals of this project?

How will the neighborhood(s) be involved in this project? What other neighborhood organizations are addressing the same issue(s) and how are they doing so? How does your approach differ from or augment these services? What is your relationship with them?

What will the participants gain from the project?

Describe the activities necessary to induce and implement the project. Please include a timeline; description of children, staff or volunteers involved; collaborating organizations; etc. If collaborating with another organization, what specific role or activities will it be responsible for?

What specific neighborhoods will be served by the proposed project?

How will you know that the proposed project or program will have an effect on the participating neighborhoods?

How will you measure, evaluate and document your project s results or outcomes?

What specific outcomes will you measure? Please list them here and be specific.

Describe the expertise of your organization. What do you do best? What is the composition of your staff and/or volunteers?

How does this project or program fulfill the mission of your organization?

In the space provided, please describe several recent achievements or accomplishments of your organization.

Proposed Project Budget. Please include those items directly attributed to the proposed project.

How will you use the Foundation s grant money?

What increased operating expenses will be incurred as a result of this project?

How will this project be sustained in the future?

What specific role will your board of directors have with this project? What is the percentage of board members who volunteer for projects? What is the percentage of board members who make cash or in-kind donations?

PROJECT REVENUE	REQUESTED	COMMITTED	PENDING	IN-KIND GIFTS
Your organization				
Client/Service Fees				
Metro Louisville Govt.				
State of Kentucky				
Federal Govt				
Metro United Way				
Other Revenue:				
Individual Donors				
Foundations				
Corporations				
TOTAL PROJECT REVENUE				
PROJECT EXPENSES				
Personnel/Salaries & Benefits				
Consultants				
Materials				
Rent				
Utilities/Telephone				
Equipment				
Transportation				
Office supplies				
Printing / copying				
Mailing / postage / delivery				
Other (describe)				
TOTAL PROJECT EXPENSES				

Note: Interim reports on the progress of the project may be required by the Foundation. Final reports are required 60 days following the end of the funding period.

Name of Executive Director Signature of Executive Director Date

Name of Board Chair Signature of Board Chair Date

PLEASE LABEL ALL REQUIRED DOCUMENTS AS SHOWN BELOW AND ATTACH THEM TO THE APPLICATION AND COPIES IN THE FOLLOWING ORDER.

Additional Documentation Required:

- Copy of a detailed project or program budget
- Completed Financial Summary Form (attached to application form)
- List of current board of directors (if applicable)
- Copy of award letters documenting funds secured for this project

In addition to the items listed above, please provide one copy of the following documents attached to your original application.

- Most recent IRS letter indicating tax-exempt status
- Most recent annual report
- Most recent audited financial statements