

# **TUSCOLA, ILLINOIS COMMUNITY FOUNDATION**

## **MINI-GRANT APPLICATION**

### **General Description**

Tuscola Community Foundation Mini-Grant program is designed for non-profit organizations to apply for monies when a completion of the regular Grant Application form may be impractical.

### **Purpose**

The purpose of a Mini-Grant should be to promote: education, health & human services, scientific research, religious or youth activities for the community of Tuscola.

### **Eligibility and Restrictions**

- Must be a nonprofit organization (501(c)3)
- Request must not exceed \$2,500.00
- One Mini-Grant per calendar year
- Mini-grants are not awarded to individuals
- Organizations are limited to apply for one Mini-Grant per calendar year
- Organizations applying for over \$2,500 must use the regular Grant Application

### **Application Instructions**

Applicants will provide a typewritten letter and should specifically include the following items:

- The name of the organization making the application for the grant.
- Proof of non-profit status.
- The name, address and telephone number of the project director or other responsible individual to whom telephone calls or correspondence should be directed.
- The amount of the request.
- A *specific description* of the purpose for which the Mini-Grant funds will be used and how it benefits Tuscola.
- A detailed budget, including a timeline for actions and expenditures, and plans for finding future funds, if needed
- A description of other income and expenses for the project not covered by the Mini-Grant, if any.
- Other information deemed appropriate by the applicant.

Grant applications are taken on a quarterly basis and must be submitted to The Tuscola Community Foundation by the first (1st) of the month of January, April, July, or October, or other dates as determined by the Board of Directors.

These applications will then be reviewed and considered by the Grants Committee and recommendation made at the Tuscola Community Foundation regular quarterly meeting held on the fourth Wednesday of each of the noted months. Projects will be funded for one year and prior grant recipients may reapply.

**SUBMIT TO ONE OF THE FOLLOWING:**

**MAIL**

The Tuscola Community Foundation  
P.O. Box 252  
Tuscola, IL 61953

**E-MAIL**

[tuscolafoundation@gmail.com](mailto:tuscolafoundation@gmail.com)