



INSTRUCTIONS FOR 2012 COMMUNITY FESTIVAL GRANTS APPLICATION

Thank you for your interest in The Community Festival (ComFest) Grants Program. The Community Festival is the largest volunteer-run festival in Ohio and sets aside a portion of its assets to award as grants for the betterment of our community. We are particularly interested in innovative new projects especially those promoting social change and social justice. We also fund the activities of existing organizations or projects. The grants process is administered by the Grants Subcommittee of the General Planning Committee.

Please read these instructions carefully as incomplete applications will not be considered.

WHO CAN APPLY: Any organization or individual can apply for a grant, but the grant recipient must be a 501(c)(3) non-profit or have a fiscal agent at a qualified organization. ComFest will assist applicants in finding a fiscal agent if necessary. Grants are reserved for applicants and projects physically located in Franklin, Madison, Union, Delaware, Licking, Fairfield, and Pickaway Counties of Ohio.

GRANTS: Grants may be requested in amounts ranging from a minimum of \$250 to a maximum of \$3,000. Grant applicants must show community support for their project in the form of documented cash or in-kind matching resources which may include volunteer activity. Grant applications in support of a single political or other issue which would endanger ComFest's non-profit status will not be considered. Grants may be fully or partially funded as decided by the Grants Subcommittee.

TIMELINE: Grant applications will be available on the ComFest website on November 15th, 2011. Grant applications and all supporting materials should be sent to:

The Community Festival, Attn: Grants Subcommittee, P.O. Box 7167, Columbus OH 43205

The deadline for grant applications is December 31, 2011, and grant applications postmarked by that date will be accepted until January 31, 2012.

Grant applications will be reviewed and scored by Grants Subcommittee members pending the selection of finalists by April 30, 2012. Grant awards will be announced and distributed at the membership meeting in May 2012. The final decisions on all grants will be made by the ComFest Planning Committee based on the recommendations of the Grants Subcommittee without revision. All applicants will be notified of the final decision. Grant recipients are required to submit a report on the results of their ComFest grant-funded activities by December 31, 2012 or upon completion of the project.

Additional Information:

Rule changes now allow grant monies to be utilized for project-based administrative costs, such as; printing and copying, telephone and fax, postage and delivery costs, and rent or utilities costs, but not for the cost of a fiscal agent, salaries, wages or payroll expenses. Grants may also fund specific projects or capital items.

All grant recipients will be required to acknowledge the Comfest grant in writing in all its printed materials and include the ComFest logo on those materials when practicable.

Application Instructions:

WHO: Enter the name of the organization or individual applying for the grant and accurate contact information. If this is a project of a larger organization, please identify the sponsoring organization. If any contact information changes, please let us know at grants@comfest.com which is the central contact for grant information or questions regarding Comfest grants.

WHAT: Describe your project or request in detail including information on any demographic groups targeted or impacted by your project. Please supply a timeline for your project if applicable. Clearly state the mission or goal of your project.

WHERE: Please specify the geographical location of your project and any other areas where the project will operate. Please note that projects are limited to Franklin County and surrounding counties.

HOW: Use our budget form for the expenses of this project or request. Please include any required in-kind contributions, matching grants, or financial support. Note any volunteer support. Specify which portions of the budget will be covered by the Comfest grant. The budget should be for the specific project or request covered by this application. If this is a project of a larger organization, please supply total revenues of the larger organization for the last five years. Please indicate how this project or request will be evaluated based on your mission or goal using quantifiable means such as the number of people the project expects serve.

WHY: Clearly state how this project or request advances The Community Festival Statement of Principles (available at comfest.com) and/or how it benefits the community.

OTHER: A 501(c)(3) determination letter for your organization or for your organization's fiscal agent is required. Attach any other supporting documents including those listed on the application form. Note that a final report on your project or request is to be supplied to Comfest by December 31, 2012 or upon completion of the project.

The Community Festival appreciates your interest.

The Community Festival (ComFest) Grants Application for Grant Year 2012

WHO:

Organization:
Address:

Phone:
Cell:
Email:
Website:

Contact Person:
Phone:
Cell
Email:
Alternate Contact:
Employer ID:
501(c)(3) status: YES NO

WHAT:

What is the project to be funded? Is this a new or on-going project? Amount of grant request: _____

(Please use additional pages if necessary)

WHERE:

Is the project limited to a specific site or location?

HOW:

Please complete and attach the application budget form for this project including any other grants or funding. If this project is part of a larger organization, please supply total revenues for larger organization for last five (5) years.

Please explain how the results of this project will be evaluated.

WHY:

Please explain how this project advances The Community Festival's Statement of Principles and/or how it benefits the community.

OTHER:

Please attach an IRS 501(c)(3) Determination Letter for applicant or applicant's fiscal agent.

If a fiscal agent is used, please attach letter from fiscal agent signed by person of authority. (Note: If applicant is not a certified 501(c)(3) non-profit, Comfest may be able to assist in obtaining a fiscal agent.)

You may also attach any supporting materials including letters of support, news clippings, previous involvement with ComFest, or other pertinent materials.

CERTIFICATION:

The signature below certifies that this organization's governing board has given formal approval for the submission of this final report, that all facts, figures and representations made in this application are true and correct to the best of the signer's knowledge and signifies compliance with the mission statement of The Community Festival (ComFest).

Board President Signature: _____

Name (Please Print): _____

Authorized Official Signature: _____

Name (Please Print): _____

| | | | | | |
|---------------------------------|------------|------------------|--------|------------------------|--|
| Project-based Income | | | | | |
| | | Project Income | | | |
| Income Item | | | Totals | | |
| ComFest Grant | | | | | |
| Govt grants & contracts | | | | | |
| Foundations | | | | | |
| Corporations | | | | | |
| Religious institutions | | | | | |
| United Way | | | | | |
| Individual contributions | | | | | |
| Fundraising events & products | | | | | |
| Membership income | | | | | |
| In-kind support | | | | | |
| Other Income | | | | | |
| Total Project Income | | | | | |
| | | | | | |
| | | Project Expenses | | | |
| | | | | | |
| Project-based Expenses | | | | | |
| | ComFest | | | | |
| Expense Item | Grant | Other | Total | | |
| Salaries & wages | XXXXXXXXXX | | | | |
| Benefits & payroll taxes | XXXXXXXXXX | | | | |
| Fiscal Agent | XXXXXXXXXX | | | | |
| Consultant & professional fees: | | | | | |
| Artistic | | | | | |
| Educational | | | | | |
| Technical & Production | | | | | |
| Other prof fees (specify): | | | | | |
| | | | | | |
| Travel | | | | | |
| Materials and Equipment | | | | | |
| Office Supplies | | | | | |
| Training | | | | | |
| Marketing & publicity | | | | | |
| Printing & copying | | | | | |
| Telephone & fax | | | | | |
| Postage & delivery | | | | | |
| Rent & utilities | | | | | |
| In-kind expenses | | | | | |
| Other (specify): | | | | | |
| | | | | | |
| Total Project Expenses | | | | | |
| | | | | | |
| Project Income Minus Expenses | | | | This should equal zero | |