

3. Please list any other sources of funding for your organization/grant request. With limited funding available due to low interest rates, we encourage utilization of funds from additional sources to fully fund your project requests.

4. When do you need the requested funds? (Funds will not be available until after grants are voted on at the annual meeting during the first quarter of the following year. The funds must be used by the end of the following year.)

5. Attach proof that you are a non-profit organization or documentation showing that you are associated with or doing business under a similar income tax exempt entity.

(Governmental entities, such as the school and city, are not required to provide proof.)

An applicant may show that it is a non-profit organization by any of the following means:

- (1) Proof that the Internal Revenue Service recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) A statement from a State taxing body or the State attorney general certifying that:
 - (a) The organization is a non-profit organization operating within the State; and
 - (b) No part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the non-profit status of the applicant; or
- (4) A letter from a tax-exempt entity showing that you are permitted to use their exempt status.

6. Applicants or designated representatives *must* be willing to appear at the Foundation's annual meeting to show how the grant money benefited their particular organization and the Clyde area community in general.

7. Application must be received by the end of business, the first Friday in November. Please send as a PDF via email if at all possible. If the application must be delivered in hard copy, please

Drop off: Koch CPA
306 N High St
Clyde, Ks 66938

OR

Mail to: The Clyde Area Foundation
% Dana Sandmann
1562 N 280th Road
Clyde, KS 66938

OR

Email to: dana.kochcpa@sbcglobal.net

8. Signature of contact person: _____

If you have questions, please contact Dana Sandmann at 785-614-2461 or dana.kochcpa@sbcglobal.net.