**Bridge Grant | Guidelines and Application Form**

*Incourage Community Foundation provides philanthropic support to advance equity, opportunity and shared stewardship in the south Wood County area of Wisconsin. We envision an adaptive community that works well for all people.*

**Bridge Grants** are intended to address unforeseen emergencies.

**Who May Apply?**

* Incourage accepts applications from local tax-exempt organizations in good standing with the Internal Revenue Service, and:
	1. Effectively and efficiently deliver programs/services that further the values of Incourage.
	2. Ensure that 100% of grant funding is used for purposes outlined in the grant application form.
	3. Demonstrate additional financial support from sources other than Incourage.
* You may apply for a Bridge Grant for unforeseen emergencies or where a small grant makes a difference.
* Keep grant requests to $2,500 or less. Complete the Application on the following page.
* Grant application may be submitted at any time; only one from an organization is generally accepted within a 12-month period.
* All grant recipients must report on expenditure of grant dollars, and results of the program/service, within one year of the grant award.

**Please allow 2-4 weeks for a response to your grant application.**

**Bridge Grants are NOT intended for:**Debt retirement or operating deficits; endowments or other reserve funds; traditional fundraising activities; religious proselytization as part of the program or services funded; political lobbying or legislative activities; continuous funding; grants to individuals for individual benefit.

**Bridge Grant Application**

Please fill out this form completely before submitting.

|  |  |
| --- | --- |
| Date of application: | Grant amount requested: $  |
| Organization name: |
| Tax-exempt? 🞏Yes 🞏No | If no, who is your fiscal partner? |
|  |
| Program/Service name: |
|  |
| Contact person:  |
| Email: | Phone: |
| Address: |
| City/State/Zip: |
| Website: |
| Name of Executive Director or CEO: |
|  |
| How did you learn about Incourage grants? |
|  |
| Brief description of organization’s mission or objectives: |
|  |
| Describe how grant dollars will be used for the program/service named above: |
|  |
| How will this program/service meet Bridge Grant guidelines of addressing unforeseen emergencies or where a small grant makes a difference? |
|  |
| Board of Directors names: |
|  |
| Attach copies of all documents that apply to your organization; check those attached: 🞏 IRS Federal Tax Exemption Letter 🞏 Most recent IRS Form 990 🞏 Most recent audit and management letter 🞏 List of other foundation, business and community financial support for this program/service 🞏 Current operating budget reflecting expenditures, receipts and statement of assets |
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| **Submit completed application and documentation to:**Incourage | 478 E Grand Ave | Wisconsin Rapids WI 54494 |dvruwink@incouragecf.org | fax 715.423.3019 |

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