

Organization Grant Request | Guidelines and Application Form

Incourage provides resources to advance equity, opportunity, and shared stewardship and is a place-based community foundation located in Wisconsin Rapids whose targeted focus is the south Wood County area of Wisconsin. We envision a community that works well for all people. We realize that needs do not always follow a cycle, so therefore we provide a responsive approach to grant requests.

This grant funding is intended to address:

- An unforeseen situation that has created an emergency need.
- A situation where a small grant could make a big difference for an organization.
- The expansion of a current program or opportunity (one-time).

Who May Apply?

Incourage accepts applications from local tax-exempt organizations in good standing with the Internal Revenue Service. Organization should:

- Effectively and efficiently deliver programs/services that further the vision and values of Incourage and the community.
- Ensure that 100% of grant funding is used for purposes outlined in the grant application form.
- Demonstrate additional financial support from sources other than Incourage.

Guidelines

- Must fill out full grant application and provide requested application documentation.
- Requests may be up to \$2,500.
- Requests may be submitted at any time; however, due to our desire to meet as many needs in the community as possible, only one grant per organization is generally accepted within a 12-month period.
- Recipients must be able to support the grant funds were used as intended and must be used within one year of the award.

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

Organization Grant funding is 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 an individual's benefit.

Organization Grant Application

Please fill out this form completely before submitting.

Date of application:		Grant amount requested:
Organization name:		
Tax-exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, who is your fiscal partner?	
Program/Service name:		
Contact person:		
Email:	Phone:	
Address:		
City/State/Zip:		
Website:		
Name of Director or CEO:		
How did you learn about Incourage grants?		
Brief description of organization's mission and/or objectives:		
Describe how grant dollars will be used for the program/service named above; provide a budget for specific funds requested:		
How will this program/service meet the guidelines of addressing unforeseen situations or opportunities where a small grant could make a difference?		

What organizations/partners will contribute time, talent, financial or in-kind support to your project?

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 (or 990-EZ) through signature (usually 1-2 pages)

Submit completed application and documentation to:

Incourage | 478 E Grand Ave, Ste 200 | Wisconsin Rapids WI 54494 | hello@incouragecf.org | fax 715.423.3019

Rev 01.21.26