

Dear Applicant:

Thank you for your interest in Speedway Children’s Charities (SCC) regarding funding for your project/program. As you may know, the Kentucky Chapter of SCC is dedicated to helping children in need. We coordinate and execute various events throughout the year to raise funds to distribute to worthy children’s organizations. Therefore, it is our pleasure to present to you the **2019 SCC Kentucky Chapter Grant Application**.

To apply for a grant, an applicant organization must first meet all of the following criteria:

* Organization must be an existing 501(c)(3) non-profit entity whose primary focus is children
* Organization must be located in **AND** serve children in one of the following geographical areas:
  + ***Kentucky:***Any County in the Commonwealth
  + ***Ohio:***Butler, Clermont or Hamilton County
  + ***Indiana:***Clark, Dearborn, Decatur, Franklin, Jefferson, Jennings, Ohio, Ripley, Scott or Switzerland County
* Organization must keep all funds within the service area identified above
* Service provided must fall within one of the categories identified in the mission of SCC: educational, medical, social and/or financial need for children

As you will see in the grant application, your project or program must directly affect the needs of children 18 years of age or younger. **Please read the Addendum in its entirety PRIOR TO completing your application, as it contains crucial information regarding what qualifies and what does *not* qualify as an eligible project or program.** If you see an item on our list that does not qualify, do NOT request funding for it. We will not consider it.

Speedway Children’s Charities – the organization as a whole, not just the Kentucky Chapter – will consider one grant request per federal Tax ID number each year. If your non-profit has more than one office/chapter functioning under the same Tax ID number, we ask that you select one office/chapter to apply to only one SCC Chapter for funding.

**The application must be postmarked on or before Saturday, August 31, 2019.** Absolutely no exceptions will be made, and applications will not be accepted via fax, e-mail or hand delivery. Please supply all requested information and attach the proper documents to the application. **If any field of the application is left blank or documents are not provided upfront, your application will not be accepted or reviewed.**

Priority is not given to applications that are received first, as all applications are discussed at the same time. We are looking for the most accurate information heading into your project/program, not who can submit their application first. ***Once submitted, please no phone calls or e-mails to check the status of your application, as it interrupts the progression of reviewing these documents and slows down the process for all who have applied.***

The Kentucky Chapter Board of Trustees will meet in early November to make final decisions on the awarding of grants. Following that meeting, SCC will notify *every* organization who applies for a grant in writing of its decision when it is determined, whether fulfilled or not. This communication will be sent directly to the contact you list under Question 1. Grant checks will be distributed to each organization chosen in early December at SCC’s Night of Giving.

If you have any questions regarding the content of this document, please contact Dayna Winslette via e-mail at [dwinslette@kentuckyspeedway.com](mailto:dwinslette@kentuckyspeedway.com) or via phone at 859-567-3417.

Best wishes,

Dayna Winslette

Director of Kentucky Chapter

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##### GRANT APPLICATION CHECKLIST

To be considered for review, a complete grant application to Speedway Children’s Charities **MUST** include:

**TWO (2) COPIES (the original & one copy); NO front-and-back printing:**

SCC Kentucky Chapter Grant Application

**ONE (1) copy of EVERY document listed below; front-and-back printing is okay for these documents:**

Organization’s Overall Financial Documents (as requested in Question 6A)

IRS 501(c)(3) Verification/Determination Letter

Organization’s Board of Directors (unless provided in your insert/brochure)

Organizational Chart (does not have to include specific names, must at least include titles/positions)

Organization’s Insert/Brochure (if applicable)

***\*\*Please note: No staples or paperclips. Place documents in order as they are listed above. Front-and-back printing is okay for all documents EXCEPT the original application and its copy.***

Applications should be submitted in a tabbed manila folder with the organization’s name indicated on the tab. Pocket folders are also acceptable; however, applications that are submitted in pocket folders or loose-leaf (without a folder altogether) will be transferred to manila folders when received for our internal filing system. Please no three-ring binders, three-prong folders or hole-punched paperwork.

**All grant applications must be completed and postmarked on or before Saturday, August 31, 2019.** Grant applications must be completed in their entirety in order to be accepted and reviewed by SCC’s Board of Trustees. You must answer the questions in the order and form in which they are requested. Otherwise, this disrupts the timeliness of the review process. Please supply/attach only the documentation that is requested. **Unsolicited information will not be considered (i.e., videos, marketing materials, yearbooks, catalogues, etc.).**

At the discretion of the Kentucky Chapter Director, SCC may arrange a call or meeting with contacts of specific organizations to gather further information after a grant application has been received by SCC. This is mainly to clarify information you have provided in your application, so the Board of Trustees can make an educated decision during the review process.

The grant application must be completed using our standard form. You may include solicited attachments as a supplement to your answers. However, do not use those attachments as the sole answer to our direct questions.



2019 SCC KENTUCKY CHAPTER GRANT APPLICATION

**Mission Statement:** The mission of SCC remains true to the ideals it was founded upon in 1982: To care for children in educational, financial, social and medical need in order to help them lead productive lives.

Through its eight chapters, SCC provides funding each fiscal year to hundreds of non-profit organizations throughout the nation that meet the direct needs of children. The Kentucky Chapter of SCC, though, keeps all funds local, within its own community. Our vision is that every child has the same opportunities no matter what obstacle they are facing.

**PLEASE TYPE ANSWERS IN STANDARD SIZE FONT (PREFERABLY 11-POINT) IN THE SPACE PROVIDED.**

1. **Applicant Organization *(answers to this question should pertain to the overall organization, not the project/program indicated in Question 2)*:**

1. Legal Name of Organization (as listed on IRS Form 990):
2. Tax ID Number:
3. Contact Person’s Name:
4. Contact Person’s Title:
5. Organization’s Mailing Address (including city, state, ZIP):
6. Organization’s Street/Physical Address (including city, state, ZIP – if different than above):
7. Phone Number:
8. E-mail Address:
9. Year Founded:
10. Mission Statement:
11. Scope of Services:
12. Current Programs:
13. Number of People Served:
14. Number of Children Receiving Services:
15. Geographical Area(s) Served:

**GRANT AMOUNT REQUESTED (not to exceed $10,000): $**

2. **Project/Program Narrative (250-word limit):** Provide a *brief* description of the proposed project/program for which you are requesting grant funding. Specific to this project, you must include your goals, number of children served by this project/program, how children will benefit directly from your requested funding, measurable objectives and whether this is a new or ongoing/annual project. Remember: Your project must directly meet the needs of children and be a specific project/program within your organization.

3. **Project/Program Categorization:** Choose ***one (1)*** of the following categories that ***BEST*** describes your project/program for this request. (bold, highlight, check, circle, color, all caps, etc.)

Educational Medical Financial Social

Literacy Therapy Nutritional

4. **Qualifications of Project Personnel:** Provide a *brief* summary of the qualifications of key individuals who will be responsible for implementing the project. This could include Board Members, staff, volunteers, etc.

5. **Project Duration:** If this will be an ongoing project, please include the long-term strategies for funding this project at the end of the grant period (e.g., state or federal support, grants, fundraisers, etc.).

6. **Fiscal Information:**

A. For the overall organization, please attach the following requested financial documents *(both are mandatory – use back-and-front printing if possible)*:

Copy of your organization’s completed 2018 IRS Form 990

Current fiscal year’s annual operating budget; at the top of the budget, please indicate the months that are covered in your organization’s fiscal year (e.g., October 2018-September 2019)

B. Provide details as to how the funds requested will be used by completing the project/program budget below to summarize and support your request. ***This form must be used and pertains to the project/ program only, NOT the overall organization.***

**PROJECT/PROGRAM BUDGET—CURRENT REQUEST**

**Project/Program REVENUE**

|  |  |  |
| --- | --- | --- |
| **Source** | **Amount of Funding Already Secured/Confirmed** | **Amount Pending†** *(Other than this request from SCC)* |
| United Way | $ | $ |
| Governmental Contracts/Grants | $ | $ |
| Contributions from Foundations/Corporations | $ | $ |
| Fundraising/Special Events | $ | $ |
| Individual Contributions | $ | $ |
| Other | $ | $ |
| **TOTAL REVENUE** | **$** | **$** |

***†Note: Pending sources of support include those requests currently under consideration but not confirmed as of the date of your application. Please indicate anticipated date of notification beside each pending amount.***

**PROJECT/PROGRAM EXPENSES**

|  |  |  |
| --- | --- | --- |
| **Item** | **Estimated Amount** | **Of the Estimated Amount, Funds Requested from SCC#** |
| Salaries and Wages | $ | **THESE ITEMS ARE** |
| Insurance, Benefits and Other Related Taxes | $ | **CONSIDERED INELIGIBLE** |
| Consultants, Professional Fees and Training | $ | **CATEGORIES, PER SCC.** |
| Telephone and Fax | $ | **DO NOT REQUEST** |
| Postage and Delivery | $ | **FUNDS FROM ANY OF THESE** |
| Rent, Utilities, Furniture, A/C or Heating, Etc. | $ | **BLACKED-OUT CATEGORIES.** |
| Depreciation | $ | **THEY WILL NOT BE** |
| Travel, Fuel, Mileage, Etc. | $ | **REVIEWED OR APPROVED.** |
| Equipment *(can request from SCC ONLY IF used specifically by children, not general use – please list or specify items below)* | $ | $ |
| Supplies *(can request from SCC ONLY IF used specifically by children, not general use – please list or specify items below)* | $ | $ |
| Printing & copying *(can request from SCC ONLY IF used specifically by children, not general use – please list or specify items below)* | $ | $ |
| Other *(this is for line items not already mentioned above; list or specify “Other” items in the first column below – please group like items in related categories)* | | |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **TOTAL EXPENSES** | **$** | **$** |

***#Note: Please refer to the list of ineligible categories in the Addendum before completing the list of requested funding from SCC.***

7. **Has your organization received funding in the last five (5) years from any of our other SCC chapters? Do not include any funding/contributions received from the Kentucky Chapter. We have this on file already.**

Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ If yes, which chapter(s)?

What is the most recent year your organization received funding from another chapter?

Amount of last grant/contribution from that chapter: $

Please provide a *brief* narrative about the funding provided by that chapter (i.e., what project/program it was applied to, number of children impacted, geographical location of project/program, how that funding affected your project/program). ***(250-word limit)***

8. **Certification:**

*The signatures of the Board President or Authorizing Official* ***and*** *the Grant Writer (if different) are required. Any proposal received without these signatures will* ***not*** *be reviewed.*

By signing below, you acknowledge and understand that all information contained within this application, including all attachments, is true and correct to the best of your knowledge. Also, you verify that, if awarded, this funding will be used exclusively for the project/program and the express intent outlined in this application. If funding is not used as outlined and agreed upon by SCC in its confirmation letter, you acknowledge that your organization is responsible for reimbursing the amount of the grant to SCC immediately.

Signature, Board Pres./Authorizing Official Signature, Grant Writer

Print Name Print Name

Mailing Address (if different from Question 1) Mailing Address (if different from Question 1)

City, State ZIP City, State ZIP

***The organization should retain a copy of the full, completed application for its files.***

*Applications must be postmarked on or before Saturday, August 31, 2019. Any application that is not complete when received by SCC or is not postmarked appropriately will not be accepted or reviewed.*

**Please submit completed applications to the following address:**

**Speedway Children’s Charities**

**Attn: Dayna Winslette**

**1 Speedway Drive**

**Sparta, KY 41086**

*If you have any questions regarding the grant application prior to submitting your documents, please contact Dayna via e-mail at* [*dwinslette@kentuckyspeedway.com*](mailto:dwinslette@kentuckyspeedway.com) *or via phone at 859-567-3417.*

*Once received by SCC, the contact listed in Question 1 will be notified of receipt of your organization’s application.*

*Once submitted though, please no phone calls or e-mails to check the status of your application, as it interrupts the progression of reviewing these documents and slows down the process for all who have applied.*



**ADDENDUM TO GRANT APPLICATION**

**Please read this Addendum in its entirety PRIOR TO completing your application, as it contains crucial information regarding what qualifies and what does *not* qualify as an eligible project or program.**

Due to the large volume of applications received, Speedway Children’s Charities cautions applicants that SCC cannot fulfill every grant request or guarantee full funding of the requested amount.

**If your organization does not meet the following eligibility requirements, your application cannot be reviewed or approved:**

* Grant requests must be made for a **specific project or program**. *Simply stating it is in support of a children’s program does not qualify as a specific project or program*
* No requests over $10,000 will be accepted
* If awarded, funds must be used between December 2019 and December 2020
* Your organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Service Tax Code
* Your organization must be located in **AND** serve children in one of the following geographical areas:
  + ***Kentucky:***Any County in the Commonwealth
  + ***Ohio:***Butler, Clermont or Hamilton County
  + ***Indiana:***Clark, Dearborn, Decatur, Franklin, Jefferson, Jennings, Ohio, Ripley, Scott or Switzerland County
* Your organization must keep all funds within the service area identified above
* Your project for which grant funds are being requested must directly meet the needs of children as stated in our Mission Statement
* **Ineligible Categories for Funding** (do **NOT** request funds for **ANY** of the items listed below):
* Organizations that deny service to a potential client or beneficiary on the basis of race, religion, color, gender, sexual orientation, age or national origin
* Start-up organizations with less than one (1) calendar year of operation under its 501(c)(3) status (For this year’s application, your IRS determination letter must be dated on or before August 31, 2018.)
* Individual schools in public systems, other than efforts to benefit system-wide programs and initiatives
* Religious organizations, unless they are engaged in a significant project that is nonsectarian and benefits a broad base in the community
* Individuals or scholarship programs
* Capital funding campaigns
* Construction of buildings, remodeling projects, repairs, maintenance, pest control, furniture or A/C or heating units
* Vehicle purchases, insurance, repairs, maintenance, fuel or mileage
* Development or production of books, films, videos or television programs, especially with the intent to sell or profit from these items
* Sponsorship, hotel costs, room rentals or other expenses for conferences, events, fundraisers, sports teams, boosters, clubs, etc.
* Salaries, staffing, consulting fees, insurance, hiring, training, security, custodian, presenters, speakers, licensing, planning, contract services, background checks, etc.
* General operating expenses (e.g., purchase of general office supplies, electronic devices for general office use, postage, travel, auditing fees, licensing fees, rental fees, etc.)
* Medications, medical equipment used only by adults/professionals, insurance, etc.
* Brochures, DVD’s, booklets or information for adults, parents or professionals only