

willy street co-op

2019 Community Reinvestment Fund Application

Since 1992, the Willy Street Co-op Community Reinvestment Fund has been making a difference in the quality of life for our community by funding developmental and educational projects that promote food justice and/or access, creating/developing Co-operative businesses, sustainable agriculture, health and well-being, and social change.

The Community Reinvestment Fund Committee is interested in funding innovative, hands-on, educational and entrepreneurial projects that impact a large group of people, reach out to underserved populations, create jobs or develop skills, foster social engagement, and offer opportunities for diversifying partnerships and collaboration.

Grants are awarded to 501(c)3 and/or cooperative organizations working on projects benefiting Dane County with priority given to projects benefiting the Madison and Middleton metropolitan areas, organizations with limited access to funding, and projects that have not been funded by CRF previously.

With limited funds, grants cannot not fund administrative fees or conferences. Grant requests for food, supplies, or capital investments will only be considered if those products are used in a hands-on educational or community engaging opportunity related to the project's intended outcomes. Organizations seeking food and supplies solely to provide event or program amenities are encouraged to apply for a donation at www.willystreet.coop/donation-request-form. Funding is intended to be used by the end of Calendar Year 2019.

The Board of Directors has allocated \$25,000 total funding for Fiscal Year 2019. Grants are competitive. In Fiscal Year 2018, the committee received 21 applications totalling over \$63,800 and made \$25,000 in total awards to 10 organizations. *Over the last three years, the average award provided to each organization has been \$2303.* Specific examples of past projects funded are listed at www.willystreet.coop/community-reinvestment-fund.

Organizations representing minority and protected classes are strongly encouraged to apply.

Questions about the grant process can be directed to: Liz Hawley, Education and Outreach Coordinator at 608-512-6801 or email at: l.hawley@willystreet.coop. **PLEASE DO NOT EMAIL APPLICATIONS TO THIS ADDRESS, SUBMISSION INSTRUCTIONS ARE IN THE PROPOSAL GUIDELINES.**

Proposal Guidelines

- Organizations may only submit one grant proposal per grant cycle.
- Applications **MUST** include a copy of the Internal Revenue Service determination letter indicating 501(c)(3) IRS status for the organization, or articles of incorporation indicating Wisconsin Chapter 185 cooperative status. There will be no exceptions or reminders regarding compliance with this grant requirement.
 - 170(c)(1) government entities are NOT eligible for Community Reinvestment Fund grants. **Public schools, credit unions**, and other organizations that do not have proof of specifically 501(c)(3) IRS or Wis. Chapter 185 cooperative status **MUST** apply for the grant via a fiscal sponsor with proof of the proper status. In many cases, parent-teacher organizations have proper 501(c)(3) certifications to act as fiscal sponsor.
 - If using a fiscal sponsor, this application **MUST** include a letter from the fiscal sponsor's Executive Director indicating their consent at the time of application.
 - A State of Wisconsin Tax Exemption Certificate is **NOT** proof of 501(c)3 IRS status.
- Applications should be typed. Please use pages 3-5 of the application as the cover for your proposal. The proposal portion of the application may not exceed three (3) pages.
- Applications must include a detailed project budget that clearly outlines the funding sources and uses as well as what parts of the project budget will be specifically funded by the Community Reinvestment Fund.
- Organizations making requests and their parent organizations (if applicable) must be nondiscriminatory. Any form of discrimination based on age, race, sex, sexual orientation, gender identity, religion, national or ethnic origin, political beliefs, veteran status, disability, or any other category protected by state or federal law is contrary to the principles and policies of Willy Street Co-op.
- Organizations and their parent organizations (if applicable) who engage with animals as part of achieving their mission must adopt a policy of humane animal treatment. Willy Street Co-op refrains from funding organizations that use animals for the purposes of product testing or other research.
- **Applications MUST be attached as one (1), singular PDF file including ALL pertinent information and emailed to crf@willystreet.coop. Applications will not be accepted any other way, nor in any other format.**
- **The deadline for applications is February 28, 2019 at 11:59PM. There are no exceptions to the deadline.**

You will receive an email confirmation upon submission. The email will be time stamped with the time that your submission was sent, which confirms that your application was received. Applications submitted after the deadline above will be excluded from consideration. **Please print or save the confirmation for your records.**

Applicants will be emailed notification of award status during the week of April 22, 2019, after approval from the Willy Street Co-op Board of Directors. An informal award gathering will be scheduled in May in the

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Community Room at Willy Street Co-op West, 6825 University Avenue in Middleton. The final date for the gathering has not been announced.

Application Form

Name of Applicant Organization:

Title of Project Proposal:

Amount Requested:

Contact Person/Title:

Phone Number:

Email Address:

Street Address:

City:

State:

Zip:

Federal Employer Identification Number (FEIN):

Scheduled Completion Date for Project:

Has the applicant organization adopted a policy to prohibit discrimination on the basis of age, race, sex, sexual orientation, gender identity, religion, national or ethnic origin, political beliefs, veteran status, disability, or any other category protected by state or federal law?

Yes No

If the applicant organization engages with animals as a part of achieving its mission, has the applicant organization adopted a policy of humane animal treatment?

Yes No Not applicable

Please indicate the priorities of the proposed project. Check all that apply.

- Food Justice/Access Sustainable Agriculture
 Health/Well Being Social Change
 Creating/Developing Co-operative Businesses*

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Please provide two references, with contact information, from outside the organization. We may contact references to verify the organization is qualified and able to undertake this proposal. Current and past staff/board members and current project partners are not considered references from outside the organization.

Reference One Name:

Organization Affiliation and Title:

Phone number or email address:

Reference Two Name:

Organization Affiliation and Title:

Phone number or email address:

Signature of Applicant Organization’s Executive Director/President/Board Chair & Date:

Grant Proposal¹

Please include the following information in your proposal (proposals must not exceed three pages):

1. Outline the project and describe the intended outcomes.
2. Describe how the project will benefit either the Madison or Middleton metropolitan areas.
3. Outline the benchmarks and information your organization will use to evaluate the success of the project.
4. Explain how the grant from the Community Reinvestment Fund will specifically be used.

¹ Please do not forget to include at the end of this application a **detailed project budget** and a copy of the Internal Revenue Service determination letter indicating 501(c)(3) status or articles of incorporation that verify Wis. Chapter 185 cooperative status for the organization. If using a fiscal sponsor (not the applicant organization) to meet this requirement, this application must also include a letter from the fiscal sponsor’s Executive Director/President/Board Chair indicating their consent.

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5. Explain how this organization represents and engages with the community this project serves.
6. List any organizations that the organization is partnering with, or planning to partner with, to complete this project.

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