Stanzel Family Foundation, Inc.
Guidelines for Grant Proposals

Mission

The mission of the Foundation is to encourage and support an educated and healthy community.

Vision

We are active partners in community education and health, empowering generations of engaged citizen philanthropists.

Eligibility

- Grants are made in two areas: education and health.
- Grants are only available to entities serving within the geographic area defined by the Schulenburg and/or Weimar school districts.
- Grants are made only to non-profit organizations that are tax-exempt under section 501(c)(3) or 170(c).
- Grants are not made to individuals.

Grant Cycle and Review Process

The Stanzel Family Foundation reviews grant requests once a year.

Deadline to apply for October funding is August 15

Submission

Submit completed application with attachments on to Wivehive online portal.

Applications may be obtained by contacting the foundation.

Guidelines

If requesting **more than $5000**, grant requests should include:
- Completed Grant Application
- Cover letter on organization's letterhead, signed by CEO (e.g. President, Executive Director) that includes the amount of the request, the CEO's approval of the request and endorsement of the program or project as a priority
- Copy of 501(c)(3) letter from IRS
- Most current year-to-date unaudited Balance Sheet
- Most current year-to-date unaudited Income and Expense Statement signed by authorized personnel. Note: if financial cover fewer than six months, provide data for last fiscal year
- Copy of your organization's most recent 990 with Schedule A and attachments
- Most recent year-end financial audit
- List of corporate and foundation supporters with amounts given during the past year including the purpose of gift (i.e.: capital operating, or program support)
- Year-end Evaluation Report (if funded previous year)

For grants where the processed will be used for capital expenditures (building, construction, renovation, or purchase of real property), requests should also include:
- An architectural rendering or drawing of the facilities to be built or renovated, or photograph of property to be acquired,
- A description of the property (type of construction, square footage, special features, etc.), and
- A cost estimate.

If requesting **less than $5000**, grant requests should include:
- Completed Grant Application
- Cover letter on organization's letterhead, signed by CEO (e.g. President, Executive Director) that includes the amount of the request, the CEO's approval of the request and endorsement of the program or project as a priority
- Copy of 501(c)(3) letter from IRS
- Budget
- List of additional funders
- List of Board Members
- Year-end Evaluation Report (if funded previous year)