



GRANT AWARD
APPLICATION PACKET

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Grant Award Application

Please review **The Mundt Foundation Mission Statement** and **General Policy Statement**, which are included herewith, prior to completing and submitting this Application. Also **please note the required materials to be submitted with the completed form**, which are listed on page 3 hereof. Thank You!

Name/Title of the Project _____

Applicant _____ Federal I.D. No. _____
(Full Name of Organization)

Address _____
(Street) (City & State) (Zip Code)

Contact Person _____
(Name) (Title) (Telephone No.) (E-mail Address)

PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY.

Principal Purpose of Applicant _____
(Describe your purpose or ministry.)

Proposed Use of Funds _____
(What will the grant award be used for? Be specific.)

Primary Source of Funding for the Project _____
(Names and amounts.)

Other Source(s) of Funding for the Project _____
(Names and amounts.)

Have You Received Commitment(s) from the above Source(s) of Funding? _____

If No, Please Explain _____

	AMOUNT	PERCENT
Funds Available or Pledges Received	\$ _____	()
Amount of Grant Award Requested	\$ _____	()
Balance Required to Completely Fund the Project . . .	\$ _____	()
Total Funding Required for the Project	\$ _____	(100%)

Number of Persons Served Annually by Applicant _____

Number of Persons to Benefit Directly from the Project _____

Fiscal Year of Applicant _____

(Name of Applicant)

By: _____

Title: _____

(Date)

List of Additional Materials

The Mundt Foundation Grant Award Application also requires submission of the following:

- 1) A brief outline, together with supporting documentation, setting forth the **need, objective and benefits of the project** for which the Application is submitted (the Project), including a **description of persons directly benefitting therefrom**. The term “Project” does not mean to imply only “brick-and-mortar,” and does expressly and specifically include programs of services.
- 2) **A detailed budget** for the Project involved including the source and amount of financial support received or committed from each source.
- 3) A statement setting forth **plans**, if any, for continuing the Project and **for achieving ultimate financial responsibility and self-sufficiency** other than by the use of the grant award.
- 4) A copy of the Internal Revenue Service determination letter or other **information establishing the § 501(c)(3) tax-exempt status of the applying organization** (Applicant) as an organization that is not a private foundation. If applicable, include a copy of the Applicant’s most recent IRS Form 990, Return of Organization Exempt from Income Tax.
- 5) A copy of the Applicant’s **most recent audited financial statements**, or if no audited financials are available, then the Applicant’s most recent annual independently prepared financial statements. In the event independently prepared financial statements are unavailable, the most recent and most complete financial statements of the applicant which are readily available must be submitted.
- 6) A list of the members of the **Applicant’s Board of Directors or Trustees and Officers**, together with complete addresses and telephone numbers for each of same. (Please designate a principal contact person.)
- 7) **An approval to apply** for a grant from **The Mundt Foundation (TMF) and to provide all necessary information** to TMF, properly authorized by the governing board of the applicant.
- 8) Any other information, including references, which the Applicant believes is necessary to allow TMF to fully and fairly consider the Application.

An incomplete application will cause delay and may result in automatic declination.

Delivering Your Application to TMF

Once you have completed the application form and you have assembled the additional materials that are required, your application is complete. Mail your application to this address:

The Mundt Foundation
Heartland Trust Company
896 G Street, PO Box 313
Geneva, NE 68361

Mission Statement

The Mundt Foundation (TMF) is a private foundation created by Dr. Willis P. & Dorothy L. Mundt to celebrate the blessings they received, and to serve God by using for others that which He blessed them to have. Consistent with the faith and values of the Mundts, TMF is intended to give back His gifts in service to neighbors, all and everywhere.

General Policy Statement

The means by which TMF achieves its mission is to provide charitable grant awards (Grant Awards) and discretionary assistance awards (Assistance Awards) (collectively, Awards) to tax-exempt organizations, the purposes and activities of which TMF finds to be consistent with the Mission Statement of TMF, and worthy of support.

This General Policy Statement (Statement) sets forth the basis under which TMF will consider, extend and administer Awards. Unfortunately, TMF does not have unlimited funds, and cannot extend Awards in response to every worthy application. TMF extends Awards to only those organizations which qualify as tax-exempt under § 501(c)(3) of the Internal Revenue Code, and which are not private foundations.

TMF will not extend any Awards to any organization:

- the net income of which, or any part thereof, would inure to the benefit of any individual or member;
- the activities of which, in whole or significant part, involve promoting or otherwise attempting to influence legislation or participating in or intervening in (including the publishing or distributing of information or materials) any political campaign on behalf of any candidate for any public office;
- to be used for the establishment or enhancement of an endowment; or
- which is to be "passed through" to another organization or individual, or used for the benefit of any third party.

TMF prefers to extend Grant Awards on a "matching funds" basis. TMF, however, through its Board of Directors (Board), will consider a Grant Award application (Application) involving special need where matching funds are not available if the reason therefor is satisfactorily explained.

Organizations applying for a Grant Award (Applicants) are encouraged to develop other and additional sources for funds to support a particular project prior to submitting an Application to TMF for a Grant Award. TMF gives preference to Applicants seeking Grant Awards for unique projects or for the non-recurring needs of their missions or ministries. Nevertheless, TMF will consider making a Grant Award which is to be used as operating funds by the recipient under appropriate circumstances. TMF attempts to support a variety of missions and/or ministries on the basis of the need therefor, and the availability of funds.

Grant Award Application Procedures

Organizations applying for Grant Awards from TMF must complete a Grant Award Application, which can be downloaded from the TMF website, MundtFoundation.org. Once completed, the Application should be submitted via mail. Application to TMF should be made on the form provided or in a form substantially similar to that of the Application.

Upon receipt of a completed Application, TMF will conduct a thorough review and investigation of the Application. An incomplete Application (i.e., failure to sufficiently answer all questions or to supply all necessary supporting documentation) will cause delay in the consideration thereof and may result in the automatic declination of the Application.

The Board confers regularly to consider applications. There is no formal deadline. Completed applications will come before the Board for consideration at the earliest reasonably possible time. Applications should be mailed to the address printed on page 3.

Personal interviews are neither necessary nor encouraged prior to or following the submission of an Application. After reviewing an Application, the Board may, in its discretion, arrange an interview if it believes such may be helpful in the review process. The Board, in its discretion, may also make independent inquiry concerning the subject matter of the Application.

The decision of TMF regarding any Application shall be final, and TMF is not obligated to give any reason(s) for approving or declining an Application.

Grant Awards extended by TMF may, at the Board's discretion, be subject to certain contingencies and/or requirements. Grant Awards will not be disbursed until such contingencies and/or requirements are fulfilled to the satisfaction of TMF. Nonetheless, TMF shall attempt to be flexible in meeting the special needs of the organizations receiving Grant Awards. Applicants receiving Grant Awards from TMF will be required to acknowledge, in a nonostentatious manner, the source of the Grant Award. Grant Awards made for the purpose of capital construction or improvements will be conditioned upon actual completion of the specified project. Disbursement of Grant Awards will be scheduled in such a manner as to ensure completion of projects.

Applicants receiving Grant Awards are required to submit to TMF a final grant award report (Final Report). The Final Report should include a full description of how the Grant Award was used, how and when the project was completed, and any changes to the project not previously reported to TMF. Any organization receiving a Grant Award, disbursement of which will take place over a number of years, is required to file on or before the anniversary date thereof an annual Grant Award—monitoring report updating TMF on all material aspects of the project for which the Grant Award was extended.

Assistance Awards

TMF may extend Assistance Awards related to matters that are:

- pressing in terms of time-sensitivity;
- susceptible to an immediate (or very near-term), favorable outcome as a result of funding, and preferably a favorable outcome that — due to circumstances and time-sensitivity — significantly outweighs the size of the award;
- not susceptible to misuse; and
- consistent with the Mission Statement of TMF and this Statement.

TMF may extend Assistance Awards without adherence to the procedures set forth in this Statement and upon such terms and conditions as the Board, in its discretion, shall set forth in its Assistance Award Consideration Procedure.