

Paul Culberson Quality Local Food Initiative
at the
Polk County Community Foundation
2012 Guidelines

The Paul Culberson Quality Local Food Initiative was established by the Polk County Community Foundation's Board of Directors to honor Paul Culberson's outstanding contributions to all areas of our community. The initiative is in addition to the Culberson Agricultural Development Fund, an endowed fund which was established as a perpetual tribute to Paul Culberson and funded by many members of our community.

Paul Culberson invested decades of his life enhancing our community. Culberson served for 20 years as the volunteer Executive Director of the Polk County Community Foundation, working to achieve the Foundation's vision of improving the quality of life for all citizens in Polk County and the surrounding area. He retired in 1977 as the County Extension Chair, helping the agricultural community in Polk County during his 31 years with the extension service and also served as the State President of the NC Agricultural Agents Association.

Which organizations may apply? Qualified applicants include local Polk County or Landrum 501(c)(3) nonprofit organizations as well as organizations primarily supported by tax dollars that serve the citizens of the community centered in and around Polk County.

Purpose of the Initiative: The Culberson Quality Local Food Initiative is intended to broadly impact our whole community by 1) educating community members about the importance of local food, 2) increasing the demand for local food through increased consumption and 3) supporting the production of quality food by local farmers. Successful grant applications will address one or more of these impact areas.

Additional Application Hints and Requirements: Please refer to the signature page.

Questions? For additional information concerning this or other grant applications, or help with your unique situation, please contact our Director of Grants at the Polk County Community Foundation. You may visit us at 255 South Trade Street, Tryon, NC or at www.polkccf.org; call 828-859-5314; or email: grants@polkccf.org.

Dates and Dollars: For application deadlines, interview dates and available dollars, please see the Dates and Dollars sheet available online and in our offices. Please note that all applications are due on Tuesdays by 1:00 on the date indicated.

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2012 Application

I. COVER SHEET:

Date of Application: _____

Organization Name: _____

Address: _____

Telephone Number: _____ Email: _____
(optional, used for mailing list)

Name and Title of Head of organization (CEO/Executive Director/President/Board
Chair/Superintendent/Principal):

Name: _____

Title: _____

Telephone Number: _____ Email: _____

Contact Person for this grant application (if different from above):

Name: _____

Title/Role in the organization: _____

Telephone Number: _____ Email: _____

What is your tax identification number? _____

What is your nonprofit status? _____
Enclose IRS 501(c)(3) letter (required) or explain your charitable status if not a 501(c)(3). (eg. Unit of Government)

Is your organization more than five years old? _____

Project Title: _____

Grant Request: \$ _____ Total Project Budget: \$ _____

When will you use the grant funds? _____

II. NARRATIVE:

- A. On a separate sheet, please briefly answer each of the following questions. Please type or print clearly: (this may be used to publicize successful grant applications)
1. Summarize your organization's mission in two or three sentences.
 2. What is your project?
 3. Why does your organization want to do this project?
 4. Who will be involved in carrying out the plans outlined in this request? Include a brief summary of the qualifications of the key individual(s) involved.
 5. How will this project address the stated impact areas of education, consumption and/or production of local food in the community?
 6. List other funding sources, if any.
 7. If you receive a grant, how will you acknowledge the support from the Paul Culberson Quality Local Food Initiative at the Polk County Community Foundation?

III. REQUIRED ATTACHMENTS:

- A. Attach a detailed project budget on a separate sheet. The total on your attached detailed project budget should match the "Total Project Budget" listed on the cover sheet.
- B. Attach an Operating Statement for the most recently completed full fiscal year detailing expenses and revenues (income) by category. Operating Statements without income categories are incomplete. This must specify the time period (January 1 - December 31, 2011 if your fiscal year is the calendar year) and be labeled "Operating Statement," "Revenues and Expenses" or the like to distinguish this financial document from budgets.

IV. OPTIONAL ATTACHMENTS:

Your application may be stronger if you include one or two letters of recommendation from individuals familiar with this proposed project. You may also include up to ten pages of supplemental materials to help explain your grant proposal.

V. SIGNATURE:

I certify that the information contained in this proposal is true to the best of my knowledge and I have the authority to commit the organization to this project.

Signature

Printed Name

Title: _____

Date: _____

This must be signed by the person who is listed as the head of your organization on the cover sheet.

General Application Requirements: Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package.

Application Format: Some sections of the application require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Recreating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting recreated forms will automatically make your application incomplete.

Application Review: If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent this application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.

**Please submit applications to:
Polk County Community Foundation
255 South Trade St.
Tryon, NC 28782**