

**Kirby Civic Events Fund**  
**at the**  
**Polk County Community Foundation**  
**2012 Guidelines**

The Kirby Civic Events Fund is part of the Kirby Endowment Fund. The Kirby Endowment Fund supports many different organizations and community activities, scholarships and projects in the Tryon area with annual grants and awards. Mr. and Mrs. Davis G. Kirby and Katherine Kirby established the Kirby Endowment Fund to provide edification and enjoyment to area residents of all ages and walks of life. The Polk County Community Foundation is a public charity founded in 1975 by a group of generous and visionary community leaders who wished to improve the quality of life in our area. It is completely funded by gifts and bequests from our local community.

*Which organizations may apply?* Qualified applicants include local Polk County nonprofits and organizations primarily supported by tax dollars that serve the citizens of the community centered in and around Polk County. Churches and other civic organizations may be eligible for a grant depending on the nature of the project. If your donors do not receive tax deductions for contributions to your organization, or your organization is a church, please contact our Director of Grants for details about eligibility.

*Grant Criteria:* Grants shall be awarded to one or more community organizations in support of enjoyable civic events in the Tryon area. These civic events must be free to the public. The Kirbys have defined “free” to mean the following: 1. Event attendees may not be asked for contributions. 2. The event may not include the sale of food, or merchandise, or charges for entertainment. 3. Gifts of merchandise and money as well as volunteers are most welcome to defray additional costs beyond those covered by the grant. However, the giver must remain anonymous, so that the event in no way becomes a marketing venture.

*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](http://www.polkccf.org); call 828-859-5314; or email: [grants@polkccf.org](mailto: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.

**Kirby Civic Events Fund**  
at the  
**Polk County Community Foundation**  
**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? \_\_\_\_\_

Are you planning a civic event in the Tryon area? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the event free to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

## II. NARRATIVE:

- A. On a separate sheet, please briefly answer each of the following questions. Please type or print clearly. Your answers may be used to publicize successful grant applications.
1. Summarize your organization's mission in two or three sentences.
  2. What is your event?
  3. What are your objectives in hosting your event?
  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. List other funding sources, if any.
  6. If you receive a grant, how will you acknowledge the support from the Kirby Civic Events Fund at the Polk County Community Foundation?

## III. REQUIRED ATTACHMENTS:

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. Note the definition of "free" in the guidelines.

## IV. OPTIONAL ATTACHMENTS:

Your application may be stronger if you include a letter of recommendation from an individual familiar with this proposed event. You may also include up to three 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**