

GERMANTOWN SPASSFEST, INC. REQUEST OF FUNDS APPLICATION FORM

Origin and Purpose: The Germantown Spassfest, Inc. is an Illinois non-profit corporation founded in 1969. The purpose of the Spassfest is to: “Honor and perpetuate the community’s German Heritage; Promote a sense of unity within the community; and raise funds to support worthwhile community objectives.” The Germantown Spassfest, Inc. annually distributes funds from its earnings to community projects to fulfill our purpose. Note that the Spassfest itself does not carry out or implement the project, but only provides funding. The requesting organization is responsible for all aspects of carrying out the project.

Restriction: The Spassfest generally makes grants only to projects that are of enduring and lasting value with a plan & means for maintenance, and shall in general benefit the entire community. The Spassfest is not intended to specifically benefit any particular group, organization, or interest. Fund requests will **not** be considered in the following areas:

- ✗ recurring or normal operating expenses
- ✗ internal functions of organizations
- ✗ requests to offset normal organization expenses
- ✗ requests benefiting only a very limited interest or group or a specific person
- ✗ annual fund raising
- ✗ organizational endowment funds
- ✗ deficit financing
- ✗ grants to individuals
- ✗ sectarian, political, or partisan purposes

The Spassfest does not normally award multi-year grants. Challenge/matching grants may be initiated by the Germantown Spassfest, Inc.

Procedures: Sealed applications are received each year after the Spassfest up to prior to the annual Board of Directors’ meeting which is held on the last Tuesday of January at 8:00 p.m. The applications will be reviewed by the bylaws committee of the Spassfest. **Late or incomplete requests for funds will not be considered.** Applicants will be given an opportunity to respond to any questions raised by their requests at the February and March regular meeting. **The application deadline is 4:00 pm, Wednesday, January 24th, 2024.**

Request of Funds applications are then voted on and awarded on the second Tuesday of March at the regular meeting of Germantown Spassfest, Inc. All eligible requests, as determined by the Rules Committee, shall be voted upon by secret ballot of the Board of Directors with only the results announced. Fund recipients are required to sign an agreement with the Germantown Spassfest, Inc. before receiving funds and, by the second Tuesday of March of the following year, file a written report describing the use of the funds. Note - all funds allocated must be spent by March of the following year and may not be carried over.

Please submit your application (multiple copies are no longer required) in a sealed envelope. **A current financial statement must be included.** Unreadable, incorrect, or incomplete applications will not be accepted. Materials should not be bound, inserted in protective sleeves or prepared in other types of notebook form except with a single staple. Invest your time in content rather than presentation or frills.

Guidelines: In evaluating applications, the Germantown Spassfest, Inc. gives consideration to the following factors:

- *Is the project in the Germantown community?*
- *Does the program or project address a priority community need?*
- *Does the program duplicate any other community service?*
- *Will the project have a significant impact on the need?*
- *Are the project goals clear and measurable?*
- *Does the project have a sound financial plan?*
- *Is the organization also putting funds towards the project?*
- *If the project is new, how will funding continue?*
- *Does the project have a broad base of community support such as volunteer involvement, neighborhood participation, and collaboration with other organizations?*
- *Can the program or project be funded by other means?*
- *Are matching funds from other sources available?*

Funds Request Checklist:

- Does the request generally benefit the entire community rather than one specific group, organization, or interest?
- Is your group or organization capable of carrying out the project?
- Do you have a plan for ongoing support – including maintenance, operations, future financial support, etc.?
- Are any matching funds available?
- Do you have community support?
- Is your application clear as to purpose and costs?
- Will your project include a sign or marker noting that funds for the project were provided by The Spassfest?
- Is your application complete – including financial statements?
- Is your request submitted by the deadline?

ALL SPASSFEST 2023 REQUEST OF FUNDS APPLICATIONS MUST BE RECEIVED AT GERMANTOWN TRUST AND SAVINGS BANK BY 4 PM, WEDNESDAY JANUARY 24th, 2024.

GERMANTOWN SPASSFEST, INC.

Spassfest 2023 Request of Funds Application – Due by 4 pm January 24, 2024.

Contact the Spassfest (spassfest@charter.net) with any questions on completing this form. Attach additional pages as necessary.

NAME OF ORGANIZATION OR GROUP		DATE
DESCRIPTION OF REQUESTING ORGANIZATION OR GROUP		
HEAD OF REQUESTING ORGANIZATION Name Title Address County Daytime Phone # () Email Address Signature _____ (Original signature required)	PROJECT LEADER OR COORDINATOR Name Title Address County Daytime Phone # () Email Address Signature _____ (Original signature required)	
1. PROJECT CATEGORY (Check all appropriate categories) <input type="checkbox"/> Cultural <input type="checkbox"/> Recreational <input type="checkbox"/> Educational <input type="checkbox"/> Health & Human Services <input type="checkbox"/> Community Development <input type="checkbox"/> Other (please specify): _____	3. SPECIFIC AMOUNT OF FUNDS REQUESTED FROM GERMANTOWN SPASSFEST, INC. \$ % of Total Cost:	
2. POPULATION SERVED (Check all appropriate categories) <input type="checkbox"/> General Community <input type="checkbox"/> Infants/Toddlers <input type="checkbox"/> Elementary <input type="checkbox"/> Jr. High <input type="checkbox"/> High School <input type="checkbox"/> Young Adults <input type="checkbox"/> Adults <input type="checkbox"/> Retired/Seniors <input type="checkbox"/> Elderly <input type="checkbox"/> Other (please specify): _____	4. PROJECT TITLE	
5. DESCRIPTION OF PROJECT (By order of importance, list item description, how it directly serves the community, community need and support, goals and objectives, use & fees and project location)		

6. SCHEDULE OF PROJECT (Include start-up date, major milestones, risks, and completion date.)

7. BUDGET (Line-item budget showing spending schedule, description, qty., price, total & funding sources for project items.)

Date	Description of Item	Qty.	Unit Price	Total Amount	Request from Spassfest	Donated Items, Other Sources of Funding & In-Kind
4/31/23	Commemorative Banners	20	\$15.00	\$300.00	\$150.00	\$150.00 from Bannerplatz.
Total				\$	\$	\$

8. DESCRIBE YOUR PLANS FOR CONTINUED SUPPORT & MAINTENANCE BEYOND PERIOD OF REQUEST. (If applicable.)

8. DESCRIBE PLANS TO EVALUATE PROJECT SUCCESS AND EFFECTIVENESS. HOW WILL YOU CONFIRM COMPLETION OF PROJECT TO GERMANTOWN SPASSFEST, INC?

9. HAS YOUR ORGANIZATION REQUESTED FINANCIAL SUPPORT FROM ANY OTHER SOURCES, INCLUDING ITS OWN, FOR THIS PROJECT? IF YES, SPECIFY SOURCE, DATE OF REQUEST, AMOUNT AND STATUS.

 **REMEMBER TO INCLUDE YOUR ORGANIZATION'S LATEST FINANCIAL STATEMENT.**