



2024 OTTAWA COMMUNITY EVENTS HEADSTART FUNDING APPLICATION

Thank you for your interest in applying for financial assistance from the Starved Rock Country Community Foundation. We are pleased to partner with non-profit organizations, schools, libraries, and other charitable community groups who support the Ottawa community.

Please note the following:

1. **Funding Approval** - All HeadStart Funding awards are subject to availability of funds and the impact the event will have in the community. This is a competitive funding opportunity and applications will be evaluated on a measurable scale by the HeadStart Funding Evaluation Committee.
2. **Non-Profit Organizations** – HeadStart Funding is available to charitable, non-profit organizations serving the Ottawa community. Proof of non-profit status is required, and a copy of your designation letter from the IRS must be attached to your application.
3. **HeadStart Funding** must be used for charitable purposes that serve a broad range of the residents of Ottawa and its visitors.
4. **HeadStart Funding Maximum** is \$1000. Funding is only to be used as “seed” money to enable initial costs to be paid.
5. **Application** – Please complete the HeadStart Funding Application and Budget Form. Include all supporting documentation. You will be notified of the funding approval as soon as possible after our review.
6. **Final Reports** – All final reports are due to the SRCCF office no later than 30 days after the completion of the project, event, or initiative. No additional awards will be made unless the final report for an existing funding award is received. The HeadStart Final Report document will be sent to you with the award check and is also available online.
7. **A payment of 110%** of the HeadStart Funding Award must be returned to the SRCCF via CHECK within four (4) weeks after the completion of the event.
8. All programs, handouts, advertising, and other marketing material for your award related activities must include the acknowledgement below. Our logo should be included where appropriate and practical.



This event is financially supported by the Starved Rock Country Community Foundation.

APPLICATION FOR OTTAWA COMMUNITY EVENTS HEADSTART FUNDING

AMOUNT OF THIS FUNDING REQUEST \$ _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ EMAIL ADDRESS _____

RELATIONSHIP TO THE COMMUNITY EVENT _____

SPONSOR OF THE EVENT – MUST BE A CHARITABLE ORGANIZATION WITH AN IRS DESIGNATION.

ORGANIZATION _____ ADDRESS _____

PHONE # _____ EXECUTIVE DIRECTOR _____

Please attach a copy of the related IRS Determination Letter.

DESCRIBE THE EVENT IN DETAIL

HOW WILL THE FUNDING BE USED? _____

WHAT DO YOU HOPE TO ACHIEVE? _____

LOCATION OF EVENT _____ **Please attach venue contract or land use permit.**

DATE(S) OF EVENT _____ IS THIS EVENT A NEW INITIATIVE? _____

IF A REPEAT EVENT, PRIOR NUMBER IN ATTENDANCE _____

PLEASE COMPLETE THE REQUIRED BUDGET FORM AND PROVIDE THE BASIC INFORMATION BELOW:

TOTAL BUDGET FOR THE EVENT \$ _____ TICKET PRICE, IF ANY \$ _____

HAVE YOU REQUESTED OR RECEIVED OTHER FUNDING FOR THIS EVENT? \$ _____

SOURCE OF OTHER FUNDING _____ AMOUNT \$ _____

POPULATIONS TO BE SERVED

OF VOLUNTEERS _____ # OF PAID STAFF/PERFORMER _____

AUTHORIZED ORGANIZATION SIGNATURE _____

PRINTED NAME _____ **DATE** _____

Please contact us with any questions you may have. We are here to support you!