

Boone County Community Trust

Application Guidelines

1. Applications shall be in writing, and shall contain the following information:

ORGANIZATION INFORMATION

1. The applying organization's legal name, mailing address, principal point of contact and telephone number, history of the organization, and type of organizational entity.
2. Statement of your organization's mission, objectives and services offered.
3. Is your organization located in Boone County, Missouri and, number of citizens you benefit with your services.
4. List of key personnel and their qualifications.
5. Letter of acknowledgement from the governing board approving this request for funds.
6. A copy of the Internal Revenue Service Tax Exemption letter for the organization, accompanied by any conditional provisions to it.

PROJECT INFORMATION

1. Type of funds requested: Capital Improvements/Repairs or Operational.
2. A description of the proposed project or services involved in the request.
3. A description of the anticipated benefit to Boone County citizens.
4. A financial breakdown of the expenses for the project (please include a detailed list of component prices of the project or service and competitive bids for equipment or services)
5. A statement showing why regular revenues will not cover the anticipated project of service cost, and why Boone County Community Trust should make a contribution.
6. A timeline detailing the date of completion of the project.

COLLABORATIVE INFORMATION

1. A description of efforts to collaborate with others in the community to complete this project. This may be other charitable organizations or trusts. Please include the name of these organizations and their contribution to the project.
 2. A description of fundraising efforts underway specifically for this project.
2. Provide one (1) original and seven (7) copies of your proposal request to Boone County Community Trust.
 3. Please attach the completed **Checklist** with your proposal submission.
 4. Proposal applications should be delivered or mailed to:

Boone County Community Trust
Attention: Jan Witherwax
Boone County National Bank
720 East Broadway
P.O. Box 577
Columbia, MO 65205

Boone County Community Trust

5. Applicants receiving funds are required to notify the Boone County Community Trust when a project has been completed. Documentation must be submitted to report how funds are used including receipts for purchases within 30 days of project completion.

Application Restrictions The following are restrictions established by the Selection Committee:

1. Capital funds requests will receive primary consideration.
2. Funds will not be provided for operational expenses, nor typically computers, copiers or other electronic equipment.
3. The Selection Committee meets twice yearly and applications for these meetings are due on April 1 and September 1.
4. Applications which are clearly of an emergency nature may be made and encouraged where a determined need exists. Please contact the Trust administrator via e-mail to make this request.
5. The Trust is not allowed to provide funds to any organization unless it is exempt from federal income taxes. This will ordinarily entail possession of a Tax Exemption Letter from the IRS. Evidence of exemption is mandatory, even in emergencies.
6. The Trust is allowed to fund only those organization which wholly or chiefly benefit Boone County, Missouri citizens.

