



## Community Foundation of Jackson Hole Micro-Grant Guidelines

*When small amounts of money can make a big difference*

### **Program Description**

The Community Foundation of Jackson Hole provides micro-grants to address two types of projects.

1. Urgent, emergency or unexpected needs
2. Projects that need \$1,000 or less

### **Eligibility**

To be eligible for funding, organizations must be a 501 (C) 3, government entity, or other IRS recognized charitable entity providing services to residents of Teton County, Wyoming and/or Teton County Idaho.

### **Restrictions**

The Community Foundation of Jackson Hole does not provide support for the following: religious activities, debt retirement, political activities, tickets for benefits, telephone solicitations, or organizations working primarily to influence legislation. The Community Foundation does not fund projects retroactively.

### **Available Funds**

Micro-grants fund requests up to \$1,000. For projects with needs in excess of this amount, please see the Community Foundation's competitive grant guidelines and application form on our website.

The Committee may make grants larger than \$1,000 in exceptional situations. Grants in excess of \$1,000 are rarely made through this program.

### **How does it work?**

Micro-grant applications are reviewed once a week. Notification of funding decisions is made by telephone the same day that the proposal is reviewed by the allocation committee. To submit a proposal, please use the micro-grant application form. Email applications are strongly encouraged. The allocation committee meets weekly on Fridays. Proposals received by noon on Thursday will be included in that week's meeting.

### **What kinds of projects are appropriate for a micro-grant?**

**Preferred:** Projects that are unique, unexpected, unanticipated, one-time and demonstrate potential to make a meaningful impact in our community are preferred. Projects that require quick granting action in order to address a community problem or situation are also preferred.

**Discouraged:** Projects that request funding for recurring expenses, operational expenses or routine maintenance; have been previously funded by the Community Foundation; rely on the Community Foundation as the sole funder or request an amount of funding that appears insignificant in relationship to the project budget are discouraged.

**Ineligible:** The following projects are not allowed: projects that have been previously funded through the Community Foundation are requesting funding to benefit a pre-specified person(s) or are requesting funding for expenses that have been previously declined by the Community Foundation's Grants Committee.

### **How Do I Submit My Application?**

Submit your proposal via email to Susan Eriksen-Meier at [semeier@cfjacksonhole.org](mailto:semeier@cfjacksonhole.org). Please submit your application as a Word or PDF attachment to your email message. If you have any questions regarding this application please call Susan Eriksen-Meier at 739-1026.

Our on-line application process does not mean that we don't want you to visit our office! We welcome the opportunity to discuss your project or proposal in person.