

willy street co-op

2022 Community Reinvestment Fund Application

Note: Applicants are strongly encouraged to read this application in its entirety.

Since 1992, the Willy Street Co-op Community Reinvestment Fund has been making a difference in the quality of life for our community by funding developmental and educational projects that promote food justice and/or access, creating/developing Cooperative businesses, sustainable agriculture, health and well-being, and social change.

The Community Reinvestment Fund Committee is interested in funding innovative, hands-on, educational, and entrepreneurial projects that impact a large group of people, reach out to underserved populations, create jobs or develop skills, foster social engagement, and offer opportunities for diversifying partnerships and collaboration.

Grants are awarded to 501(c)3 and/or cooperative organizations working on projects benefiting Dane County with priority given to projects benefiting the Madison and Middleton metropolitan areas, projects proposed by organizations with limited access to funding, and projects that have not been funded in previous years by the Community Reinvestment Fund.

With limited funds, **grants cannot fund administrative/overhead fees, general operating requests, or conferences**. Grant requests for food, supplies, or capital investments will only be considered if those products are integral components or outcomes of a hands-on part of the project for participants. Organizations seeking food and supplies solely to provide event or program amenities are encouraged to apply for a donation at www.willystreet.coop/donation-request-form. Funding is intended to be used by December 31, 2022.

The Board of Directors has allocated \$35,000 total funding for Fiscal Year 2022. Grants are competitive. In Fiscal Year 2021, the committee received 21 applications totaling \$66,796 and made \$25,000 in total awards to 10 organizations. *Over the last three years, the average award provided to each organization has been \$2,303.* Specific examples of past projects funded are listed at www.willystreet.coop/community/community-reinvestment-fund-2.

Organizations representing minority and protected classes are strongly encouraged to apply.

Questions about the grant process can be directed to: Liz Hawley, Education and Outreach Coordinator at 608-512-6801 or email at: l.hawley@willystreet.coop. **PLEASE DO NOT EMAIL APPLICATIONS TO THIS ADDRESS, SUBMISSION INSTRUCTIONS ARE IN THE PROPOSAL GUIDELINES.**

Proposal Guidelines

- Organizations may only submit one grant proposal per grant cycle.
- Applications MUST include a copy of the Internal Revenue Service determination letter indicating 501(c)(3) IRS status for the organization, or articles of incorporation indicating Wisconsin Chapter 185 cooperative status. There will be no exceptions or reminders regarding compliance with this grant requirement.
 - 170(c)(1) government entities are NOT eligible for Community Reinvestment Fund grants. Public schools, credit unions, and other organizations that do not have proof of specifically 501(c)(3) IRS or Wis. Chapter 185 cooperative status MUST apply for the grant via a fiscal sponsor with proof of the proper status. In many cases, parent-teacher organizations have proper 501(c)(3) certifications to act as fiscal sponsor.
 - A fiscal sponsor is a 501(c)3 nonprofit or Wis. Chapter 185 cooperative that is willing to partner with an organization that does not have one of these statuses for the purposes of collecting the grant award and disbursing the award to the organization completing the project.
 - If using a fiscal sponsor, this application MUST include a letter from the fiscal sponsor's Executive Director indicating their consent at the time of application.
 - A State of Wisconsin Tax Exemption Certificate is NOT proof of 501(c)3 IRS status.
- Applications should be typed. Please use pages 3-4 of the application as the cover for your proposal. The proposal portion of the application may not exceed three (3) pages.
- Organizations making requests and their parent organizations (if applicable) must have a nondiscrimination policy. Any form of discrimination against any class including and not limited to those protected by local, state, or federal law is contrary to the principles and policies of Willy Street Co-op.
- Organizations and their parent organizations (if applicable) who engage with animals as part of achieving their mission must have a policy of humane animal treatment. Willy Street Co-op refrains from funding organizations that use animals for the purposes of product testing or other research.
- **Applications MUST be attached as one (1), singular PDF file including ALL pertinent information, and emailed to crf@willystreet.coop. Applications will not be accepted any other way, nor in any other format.**
- **The deadline for applications is January 31, 2022, at 11:59pm. There are no exceptions.**

You will receive an email confirmation upon submission. The email will be time-stamped with the time that your submission was sent, which confirms that your application was received. Applications submitted after the deadline above will be excluded from consideration. **Please print or save the confirmation for your records.**

Applicants will be emailed notification of award status during the week of March 28, 2022, after approval from the Willy Street Co-op Board of Directors. An informal award gathering will be scheduled in April in the Community Room at Willy Street Co-op West at 6825 University Avenue in Middleton. The final date for the gathering has not been announced.

Questions about the grant process can be directed to: Liz Hawley, Education and Outreach Coordinator at 608-512-6801 or email at: l.hawley@willystreet.coop. **PLEASE DO NOT EMAIL APPLICATIONS TO THIS ADDRESS, SUBMISSION INSTRUCTIONS ARE IN THE PROPOSAL GUIDELINES.**

Application Form

Applicant Organization:		Proposal/Project Title:		Amount Requested: \$
Contact Person/Title:		Email:		Phone Number:
Street Address:		City:	State:	Zip:
Federal Employer Identification Number (FEIN):		Completion Date for Project (no later than 12/31/2022):	Will the proposed project be able to proceed if the request is only partially funded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the applicant organization have a policy to prohibit discrimination on the basis of age, race, color, sex, sexual orientation, gender identity, religion or atheism, national or ethnic origin or ancestry, citizenship status, political beliefs, veteran status, disability status, marital status, source of income, arrest record, conviction record, less than honorable discharge, physical appearance, genetic identity, familial status, student status, domestic partner status, receipt of rental assistance, refusal to disclose their social security number, homelessness, unemployment status, or any other category protected by local, state, or federal law? <input type="checkbox"/> Yes <input type="checkbox"/> No			If the applicant organization engages with animals as a part of achieving its mission, does the applicant organization have a policy of humane animal treatment and refrain from using animals for the purposes of product testing or other research? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Does this grant support the creation or further development of a business that is owned by the customers or workers who financially invest in the business using the cooperative shareholder model? <input type="checkbox"/> Yes <input type="checkbox"/> No			Please indicate the priorities of the proposed project. Check all that apply. <input type="checkbox"/> Food Justice/Access <input type="checkbox"/> Sustainable Agriculture <input type="checkbox"/> Health/Well Being <input type="checkbox"/> Social Change	
Please list the current funding sources for the applicant organization overall:			How did your organization hear about the Community Reinvestment Fund? Check all that apply. <input type="checkbox"/> In the Co-op newsletter <input type="checkbox"/> Word of mouth <input type="checkbox"/> On social media (for example, Facebook or Twitter) <input type="checkbox"/> Other (please specify)	

Questions about the grant process can be directed to: Liz Hawley, Education and Outreach Coordinator at 608-512-6801 or email at: l.hawley@willystreet.coop. PLEASE DO NOT EMAIL APPLICATIONS TO THIS ADDRESS, SUBMISSION INSTRUCTIONS ARE IN THE PROPOSAL GUIDELINES.

Has this project been funded by the Community Reinvestment Fund previously? Yes No

If yes: What are your organization's plans to develop sustainable funding from other sources in the future? Why does your organization believe that the Community Reinvestment Fund should fund this project again?

Please note: Community Reinvestment Fund grants are typically utilized to either seed new programs or the expansion of existing programs. The Community Reinvestment Fund is not designed to support long term funding for annual programs and events.

Provide a brief history of your organization including how it is governed, descriptions of community programs the organization has offered in the past, and the organization's qualifications for running this project.

The Community Reinvestment Fund seeks to support projects proposed by organizations that have limited access to funding. How does the applicant organization fit this criteria?

Please provide two references, with contact information, *from outside the organization*. We may contact references to verify the organization is qualified and able to undertake this proposal. Current and past staff/board members, current project partners, and current clients/participants are not considered references from outside the organization.

Reference 1 Name/Title:	Organization Affiliation:	Email Address:
Reference 2 Name/Title:	Organization Affiliation:	Email Address:
Signature of Applicant Organization's Executive Director/President/Board Chair:		Date:

Please print the name that is in the signature line:

Questions about the grant process can be directed to: Liz Hawley, Education and Outreach Coordinator at 608-512-6801 or email at: l.hawley@willystreet.coop. PLEASE DO NOT EMAIL APPLICATIONS TO THIS ADDRESS, SUBMISSION INSTRUCTIONS ARE IN THE PROPOSAL GUIDELINES.

Grant Proposal

Please include the following information in your proposal (proposals must not exceed three pages):

1. Outline the project and describe the intended outcomes.
2. Describe how the project will benefit either the Madison or Middleton metropolitan areas.
3. Explain how this organization and project represents and engages with the community this project serves.
4. Outline the benchmarks and information your organization will use to evaluate the success of the project.
5. **Explain how the grant from the Community Reinvestment Fund will specifically be used by providing a detailed project budget that clearly outlines the funding sources and uses, including line items for what parts of the total project budget will be funded by the Community Reinvestment Fund. Here is an example of a project budget, feel free to use a budget template that works best for your organization:**

EXPENSES	Total Budget	CRF Grant	Other Sources (list sources or use a new column for each source)
Personnel Expenses including taxes and benefits:			
Staff or volunteer title and type of pay (salary, stipend, wage, etc.)	\$1,000.00	\$0.00	\$1,000.00
Staff or volunteer title and type of pay	\$500.00	\$0.00	\$500.00
Total	\$1,500.00	\$0.00	\$1,500.00
Non-Personnel Expenses: (below are some examples of types of non-personnel expenses, there may be other types of non-personnel expenses)			
Supplies (list specific types of supplies)	\$200.00	\$200.00	\$0.00
Services (list types of services)	\$500.00	\$500.00	\$0.00
Equipment (list specific types of equipment)	\$1,275.00	\$275.00	\$1,000.00
Total	\$1,975.00	\$975.00	\$1,000.00
Total Project Budget	\$3,475.00		

6. List any organizations that the organization is partnering with, or planning to partner with, to complete this project.
7. Include a copy of the Internal Revenue Service determination letter indicating 501(c)(3) status or articles of incorporation that verify Wis. Chapter 185 cooperative status for the organization. If using a fiscal sponsor (not the applicant organization) to meet this requirement, this application must also include a letter from the fiscal sponsor's Executive Director/President/Board Chair indicating their consent.

Questions about the grant process can be directed to: Liz Hawley, Education and Outreach Coordinator at 608-512-6801 or email at: l.hawley@willystreet.coop. **PLEASE DO NOT EMAIL APPLICATIONS TO THIS ADDRESS, SUBMISSION INSTRUCTIONS ARE IN THE PROPOSAL GUIDELINES.**