



2024 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.

[See here for projects that were funded in last year's grant cycle.](#)

The Community Reinvestment Fund Committee is interested in funding: Innovative, educational, and/or entrepreneurial endeavors 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 nonprofits and/or cooperative organizations* benefiting Dane County with priority given to organizations run, operated by, and/or benefiting marginalized groups and organizations with limited access to funding. Preference may be given to endeavors benefiting the Madison and Middleton metropolitan areas and organizations that have not been funded in previous years by the Community Reinvestment Fund.

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.

New This Year: if you are asking for limited quantities of in-kind donations (some examples include: snacks, seeds, gift cards, water bottles) please indicate that in your answer to question #5 of the grant proposal (see below).

The Board of Directors has allocated up to **\$65,000** in total funding for Fiscal Year 2024. Grants are competitive. In Fiscal Year 2023, the committee received 34 applications totaling \$112,618 and made \$55,000 in total awards to 21 organizations. *The average award provided to each organization has been \$2,391.*

Please note: last year we broadened our parameters for awarding grant proposals and will maintain these parameters again this year.

Organizations run, operated, and/or benefitting marginalized groups are strongly encouraged to apply.

Funding is intended to be used by December 31, 2024.

**See Proposal Guidelines for details regarding the requirements of nonprofit and cooperative organizations.*

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.
 - 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.

PROPOSAL GUIDELINES

- 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, we require proof of your agreement from your fiscal sponsor. A letter or email indicating the fiscal sponsor's agreement will suffice.**
- A State of Wisconsin Tax Exemption Certificate is **NOT** proof of 501(c)(3) IRS status.
- Please use pages 5-7 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 include ALL pertinent information, and be emailed as an attachment to crf@willystreet.coop. If you want to drop off your application at our Central Office or send it via mail, please contact Liz Hawley at 608-512-6801 or l.hawley@willystreet.coop to make arrangements.**
- **The deadline for applications is January 31, 2024, at 11:59pm. THERE ARE NO EXCEPTIONS.**

2024 CRF APPLICATION

willy street co-op

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WHAT TO EXPECT FROM US

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 25, 2024, 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.



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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 12/31/2024):	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	
What is the applicant organization's approximate operating budget for the current fiscal year?	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	

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Please list the current funding sources for the applicant organization overall:

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?

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

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.

Please provide two references **from outside of the applicant organization**, with contact information. We may contact references to verify the organization is qualified and able to undertake this proposal.

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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 and title that is in the signature line:		



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

1. Outline the proposal and describe the intended outcomes.
2. Describe how the proposal will benefit Dane County.
3. Explain how this organization and proposal represent and engage with the community they serve.
4. Outline the benchmarks and information your organization will use to evaluate the success of the endeavor described in the proposal.
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 and in-kind requests from Willy Street Co-op. Please indicate which line items should be prioritized if the committee is only able to partially fund this request. Please validate that the line items add up to the Totals - thank you.**

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.)	\$500.00	\$500.00	\$1,000.00
Staff or volunteer title and type of pay	\$500.00	\$0.00	\$500.00
Total	\$1,000.00	\$500.00	\$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
In-kind supplies from Willy Street Co-op (list specific items)	\$200.00	\$200.00	\$0.00
Total	\$2,175.00	\$1,175.00	\$1,000.00
Total Project Budget	\$3,175.00		

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.

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