

R. Bruce & Alyce S. Kopseker Trust

When applying online, you will be asked to provide the following information:

Organization Information

- Lead Organization's Legal Name
- Federal EIN
- Annual Operating Budget
- Number of full-time & part-time employees
- Average number of volunteers utilized at any given time
- Address
- Website
- Phone Number
- Brief description of organization, such as its history, focus or programming (2,000 characters)
- Mission Statement (750 characters)
- Has your governing board approved a policy that states the organization does not discriminate? If not, explain why not.

Contact information

Primary Contact

- Name
- Title
- Email
- Phone number

Chief Administrator

- Name
- Title
- E-mail
- Phone number

Project Overview

- Brief summary of the request (500 characters)
- Project total budget
 - Amount requested
 - Project start date
 - Project end date
- **Statement of Need and Opportunity:** Describe the issue this request will address. Whenever possible, substantiate with data. (2,500 characters)

Objectives/Activities

- Explain the objective you hope to achieve with this proposed project/program. How will implementing this proposal improve the quality of life in the community and address an issue or need identified in community studies or area collective impact initiatives? Examples: Brown County Life Study, Discuss Door County Initiative, POINT, ABC... (2,500 characters)

- Describe the work. What activities will occur in order to achieve the objectives? Information may include a schedule of events or a timetable for action. (2,500 characters)
- How are you collaborating with other organizations on this project? (2,000 characters)
- Are there other organizations providing a similar service or program? What are they? (1,000 characters)
- How is what you're doing different from that work? (2,000 characters)
- How would your organization sustain what is learned/gained from this grant award? (1,000 characters)

Project Funding

- How will the dollars be used to address the issue? (1,000 characters)

Program Evaluation

- What will be measured to show community impact? How will you know if, or how well, objectives have been achieved? (2,000 characters)
- Outputs: How many individuals will be affected by this grant, and who are they? (250 characters)
- Describe other quantitative measures you want to report. (2,000 characters)
- Outcomes: The changes that occur because of the activity or services your organization provides.
 - What 1-3 specific outcomes will be measured to determine the progress towards reaching the objectives? How will you assess the outcomes? (1,000 characters each)

Required Documents:

- **Audited Financial Statement** for the most recently completed fiscal year. If no audit is required for your organization contact the foundation for further instruction.
- **Budget Form** download [this form](#), complete it, and upload it.
- **Officers and Board Members**, including their affiliations

Optional Documents:

- **Letters of Support** are required from collaborating organizations if successful implementation of the grant proposal is dependent upon their participation.
- **Other Documents** specific to the grant program