DEPOT
FOUNDATION
ESTABLISHED 1979

Grant Application

Applications open each year on July 15 and are due each year by August 31. Grants are awarded annually and must be spent by June 30 of the following year.

If applying for funding for multiple projects, please submit separate budgets for each. Also, please note, all capital improvement projects of Depot tenant spaces must first seek approval from the St. Louis County Depot Director. The Depot Foundation cannot consider capital improvement projects without written approval.

Date of Application: _____

FED EIN/TIN: _____

Legal Name of Organization: _____

Organization Address: _____

_____

Brief Summary of Organization and Mission Statement:

Contact Person(s): _____

Email: _____

Phone: _____

Website: _____

Proposal Request: Dollar amount being requested: $ _____

Name of proposed project(s): _____

Program support   Capital Improvement   Other

Please email completed application to info@depotfoundation.org

Describe your project(s) in 300 words or less:

Project timeline:
Start Date: _____
End Date: _____

Has this program/project received Depot Foundation funding previously?   Yes   No

Will this project happen if the Depot Foundations does not provide funds?   Yes   No

Please email completed application to info@depotfoundation.org

Describe how this project will increase visitors to the Depot and how you will promote your project (300 words or less):

Is your organization seeking other funding for this project?   Yes   No
If so, from whom are you seeking additional funding?

Does your project attract visitors outside of the Depot's geographic area?   Yes   No
If Yes, explain how your project would bring in visitors from other geographic areas (300 words or less):

Diversity, equity, and inclusion are values essential to the Depot Foundation's mission. How does your project foster diversity/inclusivity and/or reach underserved populations?

Please describe how you will recognize the Depot Foundation as a sponsor of your project:

Is your organization collaborating with other organizations for this project(s)?   Yes   No

If Yes, please list the organization(s) with which you are collaborating and to what extent their participation aids in your project. (Note, you must provide a letter of support from collaborating organization(s) with your application:

If your organization is providing budgets for multiple projects, please indicate project priority:

Budget – Please use the budget worksheet provided. Include project expenses only. The Depot Foundation does not grant funds for general operating expenses. **Note: We will only reimburse you for items that have been included in the budget that was approved by the Board of Directors.**

Total projected Expenses: $ _____
Total projected Revenue: $ _____

Prepare a budget for each project using the template provided. Note the eligible and ineligible project expenses listed below.

Eligible Expenses – The Depot Foundation considers the following as eligible expenses:
- Exhibit or performance fees
- costume/prop/set expenses
- maintaining or repairing exhibits
- artist stipends
- gallery supplies
- capital improvement projects (with prior approval from St. Louis County)
- equipment upgrades
- anything else that is not specifically listed in ineligible expenses

Projects/exhibits will be considered as long as they are applicable to one of the Depot Foundation's areas of arts and cultural interest including visual and performing arts, arts and culture educational programming, and historical and/or cultural preservation and interpretation. Projects must be at the Depot, open to the public, and align with the Depot Foundation's priority of programmatic activities, defined as artistic, cultural, literary, historic, and/or scientific activities which will attract visitors to the Depot building.

Ineligible Expenses – The Depot Foundation **DOES NOT** accept applications for funds in support of on-going general operating expenses, or salaries/bonuses (except salaries for guides whose primary function is to make exhibitions more informative and enjoyable to visitors). The Foundation does not fund political action programs or candidates, permanent endowments or interest-bearing accounts, or equipment purchases unless integral to proposed project.

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Supporting Documents Checklist:

    Please provide us with:

        Most recently completed year of audited financial statements **or** a copy of a fiscal year-end financial statement **or** a copy of your organizational 990 taxes.

        List of current board members.

        List of key staff members.

        IRS Determination Letter.

        Written Youth Protection policy. <u>We cannot consider your grant if you do not have a Youth Protection Policy in place.</u>

        Completed and signed application by the organization's current director(s).

        Project Budget –For each project, please provide a separate budget for each project. We have provided a budget template with room for six separate projects. Please copy if you need additional room.

        Please limit any additional supporting documents to under 25 pages.

        If project is a collaboration, a letter of support from collaborating organization(s).

Grants for capital improvements: Capital improvements are defined as any improvements made directly to the building such as flooring, lighting, doors, windows, seating, and any other improvements to building infrastructure. **Capital improvement grants must include the following information, in addition to the information provided above:**

        Written approval from Saint Louis County Depot Director. Saint Louis County may use its own contractors/vendors for capital improvements to the building.

        Bids from companies must be received within 90 days of any submitted grant application for your capital improvement project(s). Any conflicts of interest in vendor selection must be disclosed. Once approved, organizations will need to sign a Lien Waiver with the approved vendor and provide that document to the Depot Foundation.

        If a capital improvement grant is approved, all funds will be paid to the organization which requested the grant and not paid to the vendor directly.

Reporting:

- Final grant reports are due on or before July 31 of the following year or within 60 days of program/project completion. If your organization does not submit a final grant report within this period of time, you may be ineligible to apply for a grant in the next grant cycle. If requesting an extension, please contact the Depot Foundation office by July 15 or 30 days after program/project is completed.

- The Depot Foundation will issue grant funds to organizations based on a reimbursement model. This means that as your grant expenses are incurred your organization will be required to submit receipts or purchase orders for the expenses related to your grants. For expenses that do not incur receipts, a copy of a cancelled check will suffice. Once receipts/purchase orders are received, organizations will receive a reimbursement for the amount of the receipts/purchase orders within 10 business days.

Signed Date: _____

Signature by Organization Executive Director: _____

Signature by Organization Board Chair: _____

        E-signature or physical signature.

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