

PO Box 318
Arlington, SD 57212

Last Updated: August 10, 2026

Grant Application Form

Applicants Official Name: _____

Is your organization a tax-exempt 501(c)3 entity? Check **YES** ____ or **NO** ____
EIN: _____

Contact Person:

Name: _____

Address: _____

City/State: _____

Phone: _____ Email: _____

Please provide a clear description of the project, the need for the project, and anticipated community benefit of the project. Attach separate sheets, if necessary.

Total Cost of the project \$ _____ Amount request from ACF \$ _____

Brief outline of Expenses and source of current funds. Attach separate sheets, if necessary.

Start date of project _____ Anticipated completion date _____

I have read, understand, and attest that all information herein is true and complete to the best of my knowledge. I understand that a written follow-up is required, and I will submit a report following the completion of this project.

Signature and Title: _____ **Date:** _____

Please mail to:

Arlington Community Foundation

PO Box 318

Arlington, SD 57212

For Arlington Community Foundation Board use only

The Board of Directors of the Arlington Community Foundation has reviewed and taken the following action regarding the above application.

Foundation Dollars Requested \$ _____

Foundation Dollars Granted \$ _____

Board Signature

Date

Project completed date _____

Follow up letter received date _____

Arlington Community Foundation

Grant Making Guidelines

Qualification:

- Purpose of the project should fulfill a community need.
 - Example: Is your project going to benefit the community in general?
- IRS now requires a non-profit organization be verified by the IRS. Proof of the non-profit status may be required upon request. Governmental entities (Cities, counties, schools) and churches are exempt from the verification requirements and do qualify to receive grant funding.

Discrimination:

Applications from agencies offering services exclusively to one gender, age, group, or race will be closely scrutinized for discriminatory practices.

Fund Distributions:

- Grant applications must be completed in full.
- Grants will be reviewed and awarded at the discretion of the Arlington Community Foundation Board.
- All applicants will be informed verbally and/or in writing to the approval or disapproval of their application.

Limitations:

- Funds must be used within 12 months from awarding or funds will revert back to the community funds account.
- Recipients may be eligible for one grant per year.

Volunteerism:

Projects that involve significant and continuous volunteer support will be considered more favorably over projects with paid staff.

Innovation:

Our goal is to fund a mix of ongoing and established projects, as well as innovative projects that address existing community needs. **THIS GRANT IS NOT AVAILABLE ON BUDGET OR DAILY EXPENSES.**

Fund Distribution:

Grants will be awarded by the Board of Directors of the Arlington Community Foundation based on their evaluation of the applications that are submitted annually. Grants will be given out annually in May. Applications are due May 1st to be considered for that year.

Exceptions:

The Board may take an exception to the printed guidelines upon a motion made and seconded and carried by 2/3 of members present voting.

Final Evaluation:

Organizations receiving funds from the Arlington Community Foundation are asked to submit a report to the Foundation within 60 days of the completed project, including a final evaluation of the project and informing them how the money was spent.

Grant Eligibility:

- Any 501(c)3 organization, church, government, or school organization is eligible to apply.
- If your organization does not have a 501(c)3 status, we suggest you speak with a board representative to evaluate your eligibility.
 - You still may be eligible for a grant without 501(c)3 status.
- If you are planning to begin or continue a community project.
 - Grants are not available for budget expenditure uses.
- The Foundation does not fund trips, camps, entertainment, membership expense, and/or ongoing operational cost of organizations.

If you have any questions or need help filling out the application form, please contact the Arlington Community Foundation.