



**SHERIDAN COUNTY**  
**COMMUNITY FOUNDATION**  
AN AFFILIATE OF GREATER NORTHWEST KANSAS COMMUNITY FOUNDATION

## How to Apply for a Grant Using a Fiscal Sponsor

The Sheridan County Community Foundation only makes grants to eligible **501(c)(3) nonprofits**.

### **What is a 501(c)(3) nonprofit?**

A **501(c)(3) nonprofit** is an organization that is recognized by the Internal Revenue Service (IRS) as a **tax-exempt charity**.

This means:

- It is created for a **charitable purpose** (like education, religion, healthcare, or helping the community)
- It does **not make a profit for owners or individuals**
- It does **not pay federal income taxes**
- Donations to it are usually **tax-deductible** for the donor

### **Examples of 501(c)(3) Organizations**

- Nonprofit organizations (community foundations, charities, etc.)
- **Schools** (public schools and many private schools)
- **Hospitals**
- **Religious organizations** (like churches)
- **Government entities** (such as cities, counties, and public agencies)

If your group is **not a 501(c)(3) nonprofit**, you can still apply for a grant by working with an eligible **501(c)(3) nonprofit** to serve as a **fiscal sponsor** like the City of Hoxie.

A fiscal sponsor is an organization that applies for the grant **on your behalf** and helps manage the funds.

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### **Step 1: Talk to the City Clerk**

- Set up a meeting with the **City Clerk**
- Explain your project and ask if the City will be your **fiscal sponsor**
- Be ready to share:
  - What your project is
  - How much funding you are requesting

- How the project will help the community

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**Step 2: Get Permission from the City**

- The City must agree to sponsor your project
- They may need approval from the City Council
- Once approved, they will help you move forward

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**Step 3: Get a Fiscal Sponsorship Letter**

You will need a letter from the City on official **City letterhead**

**Sample Letter Language:**

*(The City can copy and paste this and adjust as needed)*

To Whom It May Concern,

The City of Hoxie agrees to serve as the fiscal sponsor for [Project/Organization Name] in connection with their grant application to the Sheridan County Community Foundation. As fiscal sponsor, the City of Hoxie agrees to receive and manage any awarded funds and will distribute those funds to the project for the purposes outlined in the application. The City will also assist in ensuring that any required grant reporting is completed in a timely manner.

Sincerely,

[Name]

[Title]

City of Hoxie

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**Step 4: Use the City's Grant Account**

- The application must be submitted using the **City's login** in the grant portal
- Work with the City Clerk to complete and submit the application

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**Step 5: Gather Required Information**

You will need to upload or provide:

**From the City:**

- List of **City Council members**
- Copy of the **City's budget**

**From Your Group:**

- List of your **board members or leadership team**
- A **financial statement** (this can be simple, like income and expenses)

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**Step 6: Submit the Application**

- Double-check everything with the City Clerk
  - Submit using the City's account
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### **Step 7: If You Receive the Grant**

- The grant money will be sent to the **City (fiscal sponsor)**
  - The City will then **pass the funds on to your project**
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### **Step 8: Complete Any Required Reports**

- Some grants require a **final report**
  - You must work with the City to:
    - Share updates
    - Provide receipts or outcomes
  - The City will submit the report on time
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### **Important Notes**

- The Sheridan County Community Foundation (SCCF) has **three types of grant applications**
- Not all applications require the same documents

### **For example:**

- **Sponsorships (\$500 or less)** → fewer requirements
- **Small Grants (\$1,000 or less)** → simple application
- **Project Grants (\$1,001 and up)** → full application with more documents

Always check what is required for the specific grant you are applying for.

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### **Quick Summary**

- Meet with the City Clerk
- Get approval from the City
- Get a sponsorship letter
- Use the City's login to apply
- Gather required documents
- Submit the application
- Work with the City if awarded