

## **The Finnup Foundation**

### **Trustees:**

Katherine M. Hart, Garden City, KS  
Caverly Hart, Garden City, KS  
Jim Vogel, Topeka, KS  
Lance Woodbury, Garden City, KS

## **Information about the Finnup Foundation - Grant Applications**

### **Brief History:**

The Finnup Foundation was established October 25, 1977, by Frederick Finnup and Isabel M. Finnup of Garden City, Kansas. It is a non-profit organization which concentrates its activities predominately in Finney County and the surrounding area.

The Foundation is interested in education at the Garden City Community College and at Washburn University, the Garden City Community Congregational Church for the scholarship program and the building fund program, the Park Department of the City of Garden City for park beautification, 4-H organizations and other youth and service organizations that are exempt from income tax under Internal Revenue Service 501 (C)(3) regulations as contained in the Internal Revenue Service requirement in the Finnup Foundation Trust Agreement.

### **Grant Proposals:**

There is no special form adopted by the Foundation for applying for a grant to eligible public non-profit organizations. The proposals made to the Foundation may vary widely and hence vary as to the documentation needed for fair consideration. It is expected that requests will be worked out thoughtfully and described concisely. Ordinarily, it is assumed that the following will be provided in writing at the time the application is filed.

1. A clear description of the request, what it may be expected to achieve and why it is important to undertake.
2. A detailed expense budget showing how the requested funds would be spent and during what time period. A statement of other possible sources of support, public and private, which have been or will be solicited for the purpose of the request.
3. Information concerning the organization and the responsible officers who intend to carry out the proposal.

4. An audited balance sheet and income and expense statement, if available, for the organization's previous fiscal year, along with the internally prepared financial report of the same period.
5. A copy of the organization's most recent **501(C)3** tax-exempt ruling from the Internal Revenue Service. **(NOT SALES TAX EXEMPT LETTER)**.
6. The request must be endorsed by the administrative head of the organization along with its governing board.
7. The FEDERAL I.D. NUMBER of the organization should be printed on the request.

### **Notification of Approved Grants:**

All commitments of grant funds are made by the Board of Trustees after proper investigation and consideration. The grants would normally be announced to the recipients by June 1. Grants are never made to individuals, but only to qualified eligible public tax exempt organizations and are made only on a year to year basis. Only awards of specific amounts will be made. No open ended commitments will be considered.

Not receiving a grant in any given year does not preclude receiving a grant in the future. Due to income variations from year to year, applicants are encouraged to reapply.

### **Reports to the Foundation:**

By **FEBRUARY 28** of the year following receipt of the funds, the Foundation will require reports as to the use made of the funds received from the Finnup Foundation Trust, along with an appropriate financial report. **One copy of the report is all that is required.** Obviously grant funds may be spent only for the purposes granted. Any unspent or uncommitted funds at the end of the grant period are subject to review of the trustees of the Foundation and may be returned to the Foundation for assignment elsewhere.

### **Requests to the Foundation:**

The Foundation requests that the **original and three copies** of the grant application be received by the Foundation no later than **February 28**.

**PLEASE NOTE: Grant reports and grant requests are due on the same date.**

The recipient organization, at the request of the Finnup Foundation, will permit the Foundation to have complete access to the grantee's files and records for the

purpose of making such financial audits, verifications and investigations as it deems necessary concerning the grant.

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