

OVERBROOK COMMUNITY FOUNDATION 2025 Grant Application Guidelines

The Overbrook Community Foundation is dedicated to maintaining and improving a healthy community by supporting local non-profit clubs and organizations through donor contributions.

Grant Overview: The Overbrook Community Foundation (OCF) will be awarding two \$500.00 grants to clubs and organizations for projects or programs that improve the overall quality of life for Overbrook citizens and the surrounding community. Priority will be given to projects or activities that support these areas: Arts/Culture, Beautification/Restoration, Community Engagement, Education, or Healthy Lifestyles and must be implemented in the following calendar year.

Application Process:

1. Submit the completed grant application either by e-mail attachment or U. S. mail to the OCF address noted below. The e-mail date or postmark date must be on or before **November 10, 2025**. (See application attached)
2. If awarded a grant, a final report must be submitted to the OCF by September 30, 2026, or at the completion of the project.
3. If a group does not receive an award, the application may be re-submitted in the following year. Applications will not be transferred from one year to the next by the OCF Board of Directors. Resubmission will be required.
4. Provide a copy of the group's IRS determination letter for Section 501(c)(3) or Section 509(a)(1), (a)(2) or (a)(3) **if applicable**.

Specific Requirements for Grant Funds:

1. The grant funds are to be used for the intended project or program in the application and may not be transferred by the organization to another project or revised project unless approved by the OCF Board of Directors.
2. Grant funds are to be used for outcomes and results improving the community and are not intended to support fund-raisers or to cover regular operating expenses.

For questions about the Overbrook Community Foundation Grant, contact:
Boni Butel, 785-224-7616, boni.butel@yahoo.com

Grant Application Submissions are due on or before November 10, 2025

E-mail to: **Overbrookcf@gmail.com**

Mail to: **Overbrook Community Foundation, P.O. Box 8, Overbrook, KS 66524**

**OVERBROOK COMMUNITY FOUNDATION
2025 GRANT APPLICATION**

Date: _____

Requesting Organization/Group: _____

Name of Contact Person: _____

Address: _____

Email: _____

Telephone: _____

Signature of the Group's President/Chair: _____

Title of Project: _____

Purpose and Benefit of Project or Program: In 250 words or less, please provide a description of the project, who is involved in implementation, the purpose/intent, an overview of the intended audience, and an explanation of how the project improves Overbrook and the surrounding community.

Budget: Please provide an itemized budget for the project. The budget should include the items to be purchased or other related costs. The project budget may be for an amount higher than \$500.00, but a grant award will not exceed \$500.00.

Project Budget Items (Vendor/Supplies/Related Costs)	Amount \$

Return application and above requirements on or before **November 10, 2025**, to:
Overbrookcf@gmail.com or
Overbrook Community Foundation, PO Box 8, Overbrook, KS 66524