# William H. Phipps Foundation

Hudson, Wisconsin | Established 1946 | WilliamHPhippsFoundation@gmail.com

## GRANT GUIDELINES AND APPLICATION CHECKLIST

## Our Mission

Our Articles of Incorporation state that the Foundation's purpose is "promoting and administering charitable, benevolent, educational and religious aims, and the promotion of cultural advantages within the State of Wisconsin and particularly in St. Croix County."

The William H. Phipps Foundation is a private foundation, independent of the Phipps Center for the Arts.

## Geographic Area

Our priority is Hudson, Wisconsin. Grants are limited to organizations in and serving St. Croix County.

## Types of Requests

The Foundation considers general operating, program/project, and capital requests that align with the William H. Phipps Foundation's mission and goals. Its priorities and granting capacity vary from year to year, so we cannot predict the response to future requests.

**The Foundation does not fund:** endowments; for-profit organizations; individual requests; annual fundraising events; or political, legislative, or lobbying organizations.

## How to Apply

1. Prepare one PDF of no more than 15 pages containing the items listed under "What to Include."
2. Email it to WilliamHPhippsFoundation@gmail.com.
3. Submit before April 1 or September 1.
4. Your request will be presented to the board at the next meeting, held in May or October.
5. Applicants are notified of the board's decision within two weeks of the meeting.

## Deadlines

| SUBMIT BY | PRESENTED AT |
|---|---|
| April 1 | May meeting |
| September 1 | October meeting |

Materials received after these dates may not be included until the following meeting.

## What to Include

Your submission must be **one PDF, no longer than 15 pages**, containing:

- [ ] Contact name for your organization
- [ ] A proposal narrative
- [ ] A concise history and current focus of your organization, including specific activities and the number of people served in St. Croix County
- [ ] For program/project and capital requests (not general operating): a project description, budget, and funding sources, including secured and outstanding pledges
- [ ] Your most recent Form 990. Include the first page or two, plus any pages listing board members or contributors not already included in another report.
- [ ] Budgets and financial statements for the current year to date and the previous two years, including:
  - Balance sheet
  - Income and expenses
  - A brief narrative explaining significant variances or extraordinary items
- [ ] A list of funders for the most recent fiscal year, the current year, and any outstanding requests
- [ ] A list of board members and their affiliations
- [ ] A brief description of staff, including key staff
- [ ] The number of full-time and part-time employees over the past three years
- [ ] Your IRS determination letter
- [ ] A valid mailing or street address for grant distribution

> **Please note:** Please send all materials and questions by email only, to the address below. We're unable to consider submissions that aren't in PDF format, exceed 15 pages, or are mailed.

## Contact

William H. Phipps Foundation
WilliamHPhippsFoundation@gmail.com

Email is the only way to submit requests or ask questions.

Last updated: November 2026