



Post Office Box 912
Palatine, IL 60078
www.MuseCon.org

MuseCon Grant/Loan Application

From time to time, as the Board may determine, MuseCon may have financial and material resources sufficient to issue grants or loans to entities outside of MuseCon that further MuseCon's exempt purposes.

Who can apply?

Any 501(c)(3) organization.

What are the qualifications?

It must further MuseCon's exempt purposes:

"As such, we will hold an annual convention to promote, stimulate, foster, and encourage this eclectic creativity and education, through science fiction, fantasy, media, music, art and other hands-on activities, while maintaining a family-friendly atmosphere. We will provide a creative and friendly place/structure/environment for fans of all ages to fully develop their creativity and sense of intellectual curiosity. An additional purpose is the donation of funds to non-profit entities which promote excellence in areas that foster greater creativity. This corporation is organized exclusively for charitable, education, literary, and scientific purposes consistent within the meaning of Section 501(c)3 of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law."

Can this be stated in plain language?

If you are doing a project that fits with what MuseCon does and you are a 501(c)(3) organization, write up what you propose, and get it to MuseCon, either by US Mail (MuseCon, PO Box 912, Palatine IL 60078) or email (board@musecon.org).



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How does one apply?

Write up a proposal and send it to MuseCon. A single page is sufficient. At a minimum, the following information is required:

- Verification the applying organization is a 501(c)(3).
- What the applying organization plans on doing with the grant and/or, with a timeframe.
- How this furthers MuseCon's purposes and goals.
- What resources are being requested. Note that resources can be grants and/or loans of material and/or money. This can also include a request for the volunteer time of the MuseCon membership.
- Specifying our responsibility and those of the applying organization, requiring the applying organization to use the funds only for the purposes for which the grant and/or loan was made, provide for periodic written reports concerning the use of the funds, require a final written report and an accounting of how the funds were used, and acknowledge MuseCon's authority to withhold and/or recover the funds in case such funds are, or appear to be, misused.
- Agreeing to provide periodic and final reports as to the use of the resources. MuseCon will also separately verify that the resources have been used properly per the accepted grant proposal and the directives associated with the grant proposal.
- Submitted to the Board, either by US Mail (MuseCon, PO Box 912, Palatine IL 60078) or email (board@musecon.org).

How is the decision made?

When the application is received, it will be added to the monthly meeting agenda. Someone from the board or staff will verify the organization meets 501(c)(3) criteria.

At the board meeting, the merits of your application will be debated:

- Does it further MuseCon purposes and goals?
- Is this organization likely to successfully execute the plan and within the timeframe listed.
- Any other questions the board, staff, and membership may have.

The decision may be made at the meeting, or more information may be requested before a decision is made.



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What happens after a grant proposal is approved?

After MuseCon and the applying organization agrees, the resources will be disbursed according to the agreement in the name of the applying organization. Furthermore:

- MuseCon will require the grantee to use the funds only for the purposes for which the grant and/or loan was made, provide for periodic written reports concerning the use of the funds, require a final written report and an accounting of how the funds were used, and acknowledge MuseCon's authority to withhold and/or recover the funds in case such funds are, or appear to be, misused.
- MuseCon will require periodic and final reports as to the use of the resources. MuseCon will also separately verify that the resources have been used properly per the accepted grant proposal and the directives associated with the grant proposal.

For any question regarding this application, contact the Board, either by US Mail (MuseCon, PO Box 912, Palatine IL 60078) or email (board@musecon.org).