



The Community Foundation of Muncie & Delaware County, Inc.

HARRY L. AND JANET M. KITSELMAN FUND

INFORMATION FOR GRANTSEEKERS

About the Harry L. and Janet M. Kitzelman Fund

Harry and Janet Kitzelman were residents and civic leaders in the Muncie community before moving to Minneapolis in the 1960s. The Kitzelman family was, for many years, one of Muncie's most prominent families. Mr. Kitzelman died in 1990, and Mrs. Kitzelman died in 1999.

The Harry L. and Janet M. Kitzelman Fund (the "Fund") was established within the Community Foundation of Muncie and Delaware County, Inc. (the "Community Foundation") pursuant to a Settlement Agreement and Stipulation approved by Order of the Hennepin County, Minnesota District Court, Fourth Judicial District, on July 3, 2001. The Fund receives and distributes forty percent (40%) of all charitable distributions of the Harry L. and Janet M. Kitzelman Foundation, a Minneapolis-based charitable foundation, in accordance with the applicable provisions of Article Eight of the Harry Louis Kitzelman Trust Agreement (the "Trust Agreement"). Article Eight of the Trust Agreement provides that these distributions shall be

administered and distributed for such charitable, benevolent and general purposes as may be for the good of the people of Muncie, Indiana, and the surrounding community, as determined by the Board of Trustees hereafter named; which may, in particular, contribute to the enhancement of the quality of their lives.

The Board of Directors of the Community Foundation approves the recipients of grants from the Fund, after taking into consideration the recommendations of an advisory board (the "Kitzelman Advisory Board") made up of individuals designated in Article Eight of the Trust Agreement.

Based on the charitable interests identified by Mr. and Mrs. Kitzelman in conversations with members of the Kitzelman Advisory Board, the following areas of focus have been established for grants from the Fund:

1. Fine arts (e.g., music, dance, theatre and art);
2. Recreation;
3. Children; and
4. The history of East Central Indiana.

How to Apply

Organizations interested in receiving grants from the Fund must submit an application through the Community Foundation, using the Community Foundation's Kitzelman Fund Grant Application form. Applicants should explain how their proposal will fulfill the purposes for which the Fund was established and/or relate to the Fund's areas of focus. The Kitzelman Advisory Board may ask applicants to submit an application addendum containing additional

information that will assist the Advisory Board in making its recommendations. Application forms can be obtained from the Community Foundation office, 201 East Jackson Street, P. O. Box 807, Muncie, Indiana 47308, telephone (765)747-7181, or at the Community Foundation's website: www.cfmdin.org.

Community Foundation staff members can also provide information and answer questions about the Fund and its purposes.

Proposal Consideration Process

The Kitselman Advisory Board meets one or more times each year to review applications and make recommendations to the Board of Directors of The Community Foundation, which makes the final selection of grant recipients. Kitselman applications are reviewed in the first quarter of each year, so applicants are requested to submit their application materials by **December 31st** of each year. Most grants from the Fund will be of a significant amount, usually in excess of \$25,000.