



## Grant Guidelines

### Who We Are

Since 1984, area residents have been turning to the Community Foundation of Grant County, Indiana to make their philanthropic giving as effective as possible. We are a public charity serving thousands of people who share a common concern—improving the quality of life in Grant County.

Individuals, families, businesses, and organizations create permanent charitable funds that help our area meet the challenges of changing times. The Foundation invests and administers these funds. We then use the distributions to award grants each year to many of the humanitarian, educational and cultural organizations in this remarkable county we call home.

### What We Fund

Although we expect to remain flexible in our grantmaking decisions, The Community Foundation of Grant County, Indiana intends to address needs that generally fall into the following fields of interest:

#### Community Development

- Arts and cultural development
- Community parks
- Community beautification, improvement, and enhancement projects
- Economic development efforts
- Neighborhood associations

#### Education

- Community education on relevant issues
- Educational opportunities for local nonprofits
- Post secondary, secondary, elementary, preschool, and special education
- Youth philanthropy programs

#### Health

- Community health services
- Mental health services
- Health services coordination

#### Human Services

- Elderly services
- Children and youth services
- Family services
- Youth advancement
- Human services coordination

### Special Considerations

Capital grants in support of building campaigns will only be made when there is compelling evidence that such support is vital to the success of a program meeting priority needs of the community. Payment of such grants will be made only after a significant percentage of the total campaign requirements have been raised.

Donor-directed scholarships or special project grants may be made to individuals. In distribution of donor advised funds, the Community Foundation will consider proposals for needs which are consistent with the specific charitable needs most deserving the Foundation's support, and respect the donor's advice where it is consistent with the Foundation's charitable purposes.

## What We Do Not Fund

Funding is not available for:

- Profit making enterprises
- Political activity
- Operating budgets except for limited experimental or demonstration periods
- Salaries
- Sectarian or religious purposes
- Endowment purposes unless for special promotions and/or matching challenges
- Multi-year funding requests
- Capital improvements to church owned facilities or properties

## Who May Apply

Nonprofit 501(C)(3) organizations, coalitions, community associations, and other civic groups may apply if it provides services in Grant County, Indiana.

To be eligible for a grant, the project must be located in, or directly serve the people and natural resources in Grant County, Indiana and meet all other criteria in the guidelines and application.

## How Much to Ask For

Requests for support far exceed the Foundation's ability to fund them. Requests should be appropriate to the project and demonstrate a wise and prudent use of funds. For grant history, please see our website at [www.comfdn.org](http://www.comfdn.org). Additionally, please review our average grant awarded during the past three years in the chart below.

<i><u>Fiscal Year</u></i>	<i><u>Amount Requested</u></i>	<i><u>Amount Granted</u></i>	<i><u>Number of Grants Funded</u></i>	<i><u>Average Grant Awarded</u></i>
2007-2008	\$276,085	\$183,739	25	\$7350
2008-2009	\$313,113	\$179,586	28	\$6414
2009-2010	218,434	204,929	39	5,096

## What We Look For

The Board will only accept proposals for consideration after an applicant has consulted with the Foundation's staff. Please call the Foundation before you submit a proposal. An initial determination of whether your proposal fits within the Foundation's guidelines will be made. If you are asked to submit a proposal for review, it should consider the following:

- What is the purpose and definition of the project or program?
- Will the Foundation be the sole funder of this project?
- How many individuals will be served or affected by the proposed project or program?
- Does this program/project fall into the Foundation's fields of interest?
- Does this request duplicated services offered to your target audience within Grant County?
- Has an important need been shown, and is there data to verify the need?
- Are the stated objectives realistic and measurable?
- Is there a procedure to measure the accomplishment of the objectives?
- Is the program/project for a need other than ongoing program support or salary?
- Is there a broad base of support?
- Is this a one-time project or need? How will monies be raised if grant isn't fully funded?
- If a grant is not received, how will the project be affected?
- Is there a viable plan presented for future financial support?
- Does the organization have the qualifications to carry out the project?
- Does the proposal meet the mission and the accomplishments of the organization?
- Does the budget for the program/project make sense?
- Include financial information including budgets, balance sheets, income statements.
- Who are the key people? Governing board, officers, staff, personnel?
- Is the application complete and neatly prepared?

## Our Review Process

The Foundation's Distribution Committee reviews proposals in May, August, November, and February. Decisions will be announced upon the ratification of the Foundation's Board of Directors.

## If You Receive a Grant

- You will be asked to sign a formal grant agreement accepting all terms of the grant prior to release of funds.
- Immediately following the expenditure of the grant money, a final report and evaluation summarizing the results of your project/program must be submitted.
- All public announcements concerning your project/program should indicate the Foundation's participation in the program funding.
- Failure to comply with these requirements could jeopardize future funding requests!

## How to Apply

Current Community Foundation applications must be used. Old forms will not be accepted! Applications are available:

- Online at [www.comfdn.org](http://www.comfdn.org) - complete your application online
- In the Foundation office – stop in and pick one up
- By mail – just call 765-662-0065

## Deadlines

All proposals must be received in the Foundation office by Noon on the last Friday in April, July, October, and January! There are absolutely no exceptions to these deadlines!

The October submission date will give preferred consideration to all applicants applying in collaboration with another entity.

## Where to Send the Proposal

Please mail or hand-deliver your proposal to The Community Foundation, 505 West Third Street, Marion, IN 46952.

## Ways to Contact Us

Telephone: 765-662-0065

E-mail: [foundationoffice@comfdn.org](mailto:foundationoffice@comfdn.org)

Fax: 765-662-1438

## For More Information

Internet: [www.comfdn.org](http://www.comfdn.org)