



## **GRANT APPLICATION INTRODUCTION**

Enclosed is a copy of the application form used by the Community Foundation of Randolph County, Inc. (the Foundation) and the Grants Committee in reviewing requests for financial support for specified projects. We thank you for your interest and support of projects that will improve the quality of life for Randolph County citizens. Should you have any questions regarding the application, please do not hesitate to contact our office.

## **GRANT APPLICATION PROCEDURES**

(Revised August 2017)

Applications, along with accompanying materials submitted will become the property of the Foundation and will be used as deemed appropriate by the Foundation

One original and 10 copies of the application must be provided. Submission dates are March 31 for Spring grant requests and September 30 for Fall grant requests. A complete copy should be retained for your records. Applications are to be submitted stapled together. Please **DO NOT** submit an application in folders or binders.

Applicants should carefully read all grant instructions. It is important that the application be complete. The applicant may call the Foundation staff for assistance in preparing or revising a grant request at any time.

Staff will review the grant request and may contact the applicant for any additional information needed or any clarification of the project. In some instances, staff will make a "site visit" to the applicant. After staff reviews and summarizes, all applications are sent to the Foundation's Grant Committee. The Grant Committee will make its evaluation and forward funding recommendations to the Board of Directors at its regular meeting. The Foundation then informs each applicant by letter of the board's decision including any conditions placed on a grant.

Successful grants will be paid in May for the Spring grant cycle and in November for the Fall grant cycle.

**NOTE: Applicants can only be funded once a year, either Spring or Fall.**

## **GRANT INSTRUCTIONS**

**Please read these guidelines carefully, as they govern our Grantmaking process!**

### **I. GRANTMAKING GUIDELINES**

Thank you for your interest in Community Foundation of Randolph County, Inc. (the Foundation). The following information will assist you in determining whether to apply to the Foundation for funding and explain how to proceed if you are eligible to do so. Please review these materials carefully. While the Foundation would like to support all the important work being carried out by Randolph County's not-for-profit organizations, its financial resources are limited. The information provided through the application process helps the Foundation make sound decisions based on its mission, the directives of donors, and the Foundation's goal to provide effective assistance to as many organizations as possible.

### **II. POLICY STATEMENT FOR GRANTMAKING**

The objective of the Foundation is to develop a protected pool of capital to generate income, so that the income can be used to energize and nourish endeavors that seek to serve the charitable, cultural and community improvement needs of the citizens now and hereafter residing in **Randolph County, Indiana**. Our grant policies are designed to conform to that overall objective.

### **III. WHO WE FUND**

The Foundation makes grants to **tax-exempt 501 (c) (3) organizations** operating or proposing to operate programs for the benefit of **Randolph County residents**.

### **IV. WHAT WE FUND**

The Foundation makes grants to increase the capacity of Randolph County's not-for-profit organizations to respond effectively to the needs of the community. In general, the Foundation *prefers* funding for:

- Start-up costs for new programs
- One-time projects or needs
- Capital needs beyond an applicant's capabilities and means.

In addition, field of interest funding is available on a limited basis for the areas of:

- Arts and culture
- Civic and community development
- Education and libraries
- Environmental and historical preservation
- Health and human services
- Scholarships
- Youth
- Elderly

Historically, the Foundation has funded projects in the areas of community betterment, arts and culture, health and human services, youth, economic development and education.

Legal requirements forbid staff, board members, and their families from profiting financially from any philanthropic grant. All persons actively connected to the Foundation will avoid self-interest in the processing and distribution of grant requests.

## V. WHAT WE DO NOT FUND

The Foundation will *not* normally consider grants from the Community Enrichment Fund for the following purposes:

- Individuals other than scholarships (separate applications exist for scholarship programs)
- Organizations for religious or sectarian purposes
- Make-up of operating deficits, post-event or after-the-fact situations
- Endowment campaigns
- For any propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns.
- Services such as fire, police, schools, parks, etc. that are the responsibility of government and tax supported. (We will, on occasion, however, support special projects of these agencies)

In addition, the Foundation board is *reluctant* to approve grants to any organization for the purpose of maintaining an on-going operating budget or for multi-year grant requests. (Please contact the Foundation office before submitting a multi-year grant request). However, exceptions to this may be made at the discretion of the Board.

## VI. HOW TO APPLY

An application may be obtained by contacting the Foundation office, 765.584.9077, 213 South Main Street, Winchester, Indiana 47394 or by email to [sward@randolphcountyfoundation.org](mailto:sward@randolphcountyfoundation.org).

Completed *typewritten* application forms should be sent or delivered to The Foundation's office at 213 South Main Street, Winchester, Indiana 47394. Applications cannot be submitted online.

***Applications that do not contain all of the requested information may not be considered.*** If information requested is not available, an explanation is required. To facilitate the preparation of complete grant applications, applicants are encouraged to utilize Foundation staff assistance. Contact the Foundation office at (765) 584-9077 if you have any questions or need assistance with your application.

In addition, Foundation staff may contact you to arrange a conference to discuss the application, your organization, or your request. This may be in the form of a site visit, telephone conversation, or a meeting. All proposals will be reviewed by Foundation staff for completeness and to insure they fit within the general guidelines.

## **VII. GENERAL POLICY CONCERNING GRANTS FROM THE COMMUNITY ENRICHMENT FUND INCOME**

Proposals and requests for grants that are of greatest interest to the Foundation will have some or all of the following:

- Address a community issue, need or concern with a special project that is not covered in the applicant's regular budget;
- Present an innovative but practical approach to a community problem or need;
- Define a workable plan that is realistic, which shows an ability to complete the project and accomplish the goal;
- Clearly gives evidence of the qualifications and stability of the applicant;
- Identifies sources of future funding on start-up projects;
- Involves a broad spectrum of population and gives a sound estimate of the number of residents impacted;

The Grants Committee is responsible for determining that each project meets the legal requirements of the Foundation as well as the Foundation's objectives.

## **VIII. PROPOSALS SHALL INCLUDE**

- One Completed Application including the following:
  - One Completed Application Cover Sheet
  - One Copy of Application Narrative
  - One Copy of Project Budget
  - One list of your organization's/agency's officers or governing body
  - One copy of your federal tax exception 501(c)(3) letter (may be omitted if already on file with the Foundation.
  - One copy of your last financial statement showing income and expenses (annual report).
  - Evidence of board support (meeting minutes)
  - One letter of support by governing body
  - One copy of all pertinent supporting information
- 10 copies of including the following:
  - Completed Cover Sheet
  - Completed Application Narrative
  - Project Budget

## **IX. WHEN TO APPLY**

The Foundation Board considers grants two times each year – in March and September. Spring grant requests must be submitted no later than March 31. Fall grant requests must be submitted no later than September 30. Applicants can only be funded once per year.

A notice will be placed in local papers the first week of September and March notifying all interested organizations that the Foundation will be receiving and considering applications for grants during the months of March and September. This notice will state that applications may be obtained by telephoning or emailing the Foundation office.

## **X. THE GRANTS DISTRIBUTION PROCESS**

Requests are received, reviewed, and acted on twice a year. Deadline dates will be announced in local media approximately one month in advance of deadline dates for submission of grant applications. The deadline dates are September 30 and March 31 for receipt of completed applications. Complete applications must be in the Foundation office by 4:30 p.m. on the deadline date or on the last Friday if the deadline date falls on a Saturday or Sunday.

One copy of each request will be mailed to each member of the Grants Review Committee and one copy of each request will be mailed to the five Regional Advisers. Regional Advisers include one citizen from each of the five school districts in Randolph County. These are not advocates for the schools but for the citizens of the geographic area contained in the school district. The purpose of the advisors is to secure citizen input from all areas of the county.

The Grants Review Committee of the board and the advisory committee will meet to review the grant requests approximately one week prior to the April board meeting and the October board meeting. The Grants Review Committee will present their recommendations to the full board in the board's April and October meetings. Following the board meetings each applicant will be informed in writing of the board's decision and any conditions placed on grants such as written progress reports on the projects, requests for on-site visits, and personal appearances by the applicant to assure the Foundation board that grant funds are properly used in accordance with their request.

Once a grant is received, the Foundation anticipates that the funds shall be expended during the calendar year awarded. **Failure to use funds for the purpose designated will result in obligation to repay grant money!** If it appears implementation of the project or program will be delayed, the grant recipient must submit a written explanation which contains a request to encumber the funds for the following calendar/fiscal year. The Foundation's Board of Directors will determine if the funds may be held over or if the applicant must reapply in a subsequent grant cycle.

In addition, it is appropriate to take the initiative to solicit grant applications or to develop projects coordinated by the Foundation to address certain community issues that have not been selected by an organization. It may be necessary to solicit a sponsor or sponsors if the need is great and of immediate need. This puts the Foundation in a position of being pro-active rather than just reactive.

**Community Foundation of Randolph County, Inc. reserves the right to revoke a grant if the implemented project does not comply with our guidelines or reflect the application that was submitted.**