

## **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 February 2022)

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

The submission dates are March 31<sup>st</sup> for Spring grant requests and September 30th for Fall grant requests. You will receive a copy of your completed application to retain for your records.

Applicants should carefully read all grant instructions. Applications must 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, the staff will make a "site visit" to the applicant. After the staff reviews and summarizes, all applications go before the Foundation's Grants Committee. The Grants 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 receive funding once a year, either Spring or Fall.**

**NOTE: Applicants must submit a Final Grant Report before submitting future grant applications.**

## **GRANT INSTRUCTIONS**

### **I. GRANTMAKING GUIDELINES**

Thank you for your interest in the 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 will 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 vital work carried out by Randolph County 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 our goal to provide practical 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 run programs for the benefit of **Randolph County, Indiana 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:

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

Historically, the Foundation funds projects in the following areas:

- Youth
- Elderly
- Education
- Arts & Culture
- Recreation & Sports
- Health & Human Services
- Animal Protection & Welfare
- Civic & Community Development
- Environmental & Historic Preservation

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 Foundation Enrichment Fund, or any other unrestricted funds, for the following purposes:

- Endowment campaigns
- Religious or sectarian purposes
- Individuals (other than scholarships; separate application)
- Make-up of operating deficits, post-event support, or after-the-fact situations
- Propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns
- Tax-supported services (e.g. fire, police, schools, parks, etc.) that are the responsibility of government (*on occasion, we will 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 ongoing operating budget or for multi-year grant requests. (Please contact the Foundation office before submitting a multi-year grant request). However, exceptions may be made at the discretion of the Board.

## **VI. HOW TO APPLY**

An application may be completed and submitted online at [www.randolphountyfoundation.org](http://www.randolphountyfoundation.org).

*Applications that do not contain all of the requested information may not be considered.* If the 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 help with your application.

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 ensure they fit within the general guidelines.

## **VII. GENERAL POLICY CONCERNING GRANTS FROM THE COMMUNITY ENRICHMENT FUND (AND OTHER UNRESTRICTED FUNDS) INCOME**

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

- Address a community issue, need, or concern with a unique 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 realistic, workable plan that shows an ability to complete the project and accomplish goals
- 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 the population and provides 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**

- Application Narrative
- Project Budget
- Pertinent Supporting Information
- IRS Letter of Determination for 501(c)(3) Status
- List of Organization's/Agency's Officers or Governing Body
- Letter of Support from Governing Body
- Evidence of Board Support (Meeting Minutes)
- Previous Year's Financial Statement (Showing Income and Expenses)

## **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, and Fall grant requests must be submitted no later than September 30th. Applicants can only be funded once per year.

A notice will be placed in local papers, through the radio, on our website, and on social media in February and August, notifying all interested organizations that the Foundation will be receiving and considering applications for grants during March and September. This notice will state that the grant cycle is open and the application will be available online.

## **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 March 31<sup>st</sup> and September 30th for receipt of completed applications. Completed applications must be in the Foundation office by 4:00 p.m. on the deadline date or the last Friday if the deadline date falls on a Saturday or Sunday.

One copy of each request is provided to each member of the Grants Committee. The Grants Committee of the Foundation's Board will meet to review the grant requests approximately one week before 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 is notified 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's Board that grant funds are properly used in accordance with their request.

Once a grant is received, the Foundation anticipates that the funds are expended during the calendar year awarded. **Failure to use funds for the purpose designated will result in an 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 that 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.

It is appropriate to take the initiative to solicit grant applications or to develop projects coordinated by the Foundation to address specific 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 proactive rather than 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.**