

GRANT APPLICATION INTRODUCTION

We thank you for your interest in pursuing grant funding from the Community Foundation of Randolph County, Inc. in support of projects and programs that will improve the quality of life for Randolph County citizens.

The grant application should be completed and submitted via our website. (In the event that your organization must submit a paper copy of the application, please contact our office.)

Should you have questions regarding the application process, please do not hesitate to contact our office.

GRANT APPLICATION INFORMATION OF NOTE

(Revised January 2024)

Submitted applications, along with all accompanying materials, become the property of the Foundation, and will be used as deemed appropriate by the Foundation.

The Foundation operates two (2) regular grant funding cycles – Spring and Fall. The Foundation will accept only ONE application for any given Employer Identification Number (EIN) during each cycle. An applicant organization, including any of its subsidiary or associated programs or projects using the same EIN, is eligible for funding ONCE per calendar year through the regular grant funding cycles.

Submission windows:

SPRING
February 16th-March 31st

FALL
August 15th-September 30th

Submission deadline is **4:00pm** on **March 31st (Spring)** or **September 30th (Fall)** unless that date falls on a Saturday or Sunday, in which case the deadline is 4:00pm on the preceding Friday.

Applicants should carefully read all grant application instructions. **Each submitted application should be completed in its entirety to ensure eligibility for funding consideration.** Upon submission of your grant application through our website, you should receive a copy of your completed application (via email) to retain for your records.

Should an applicant need assistance with the application process, please contact Ashley Stephen, Community Grants & Operations Manager, via email (astephen@randolphcountyfoundation.org) or phone (765-584-9077 ext. 200).

Upon submission, a staff member will review the application and may contact the applicant if additional information is needed. (Please note that, in addition to follow-up communication, a staff member may make a "site visit" to the applicant.)

After the submission deadline has passed, each application is provided to members of the Foundation's Grants Committee for review and evaluation to provide funding recommendations to the Board of Directors.

Following a vote by the Board of Directors on funding levels for the submitted applications, the Foundation will inform each applicant, by letter, of the Board's decision, including any conditions placed on a grant.

Grants to successful applicants are generally paid in May for the Spring grant cycle and in November for the Fall grant cycle.

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

GRANT INSTRUCTIONS

I. GRANTMAKING GUIDELINES

The following information should assist you in determining whether your organization is eligible to apply for grant funding through the Foundation and, should your organization be eligible, will explain the application process. Therefore, **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 operate) programs or projects for the benefit of **Randolph County, Indiana residents.**

IV. WHAT WE FUND

The Foundation makes grants to increase the capacity of not-for-profit organizations to respond effectively to the needs of the Randolph County 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 fund, 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 has been *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 for grant funding should be completed and submitted online at:

www.randolphcountyfoundation.org/grants.

Applications that do not contain all 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 our 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 are 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 (including Project Plan and Benefits)
- Project Budget
- IRS Letter of Determination for 501(c)(3) Status
- List of Organization's/Agency's Officers or Governing Body
- Previous Year's Financial Statement (including Income and Expenses)

Additional information for proposals in excess of \$5,000

- Letter of Support from Governing Body
- Evidence of Board Support (Meeting Minutes)

IX. WHEN TO APPLY

The Foundation currently operates two (2) regular grant cycles per year, and an applicant organization is only eligible to receive funding ONCE per calendar year through the regular cycles.

- Spring grant requests must be submitted no later than March 31st (or the preceding Friday should March 31st fall on a Saturday or Sunday).
- Fall grant requests must be submitted no later than September 30th (or the preceding Friday should September 30th fall on a Saturday or Sunday).

A notice will be shared via local newspapers and radio stations as well as via our website and social media channels in February and August that the Foundation will be accepting and considering applications for grants. This notice will state that the grant cycle is open, and the application will be available online.

X. GRANTS DISTRIBUTION PROCESS

Following the deadline for each cycle (see details on page 1), a copy of each request is provided to each member of the Grants Committee. The Grants Committee of the Foundation's Board meets to review requests and determine funding recommendations approximately one week prior to the next scheduled Board meeting following the submission deadline.

Following the Board meeting, 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 distributed, the Foundation anticipates that the funds are expended within twelve (12) months of the award. **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.