



# Community Grants

## Grant Application Guidelines

### How our Community Grants are funded

Community Grants are funded by charitable donations from people, organizations and businesses that create the following funds.

Unrestricted Funds – Can be used for a wide range of granting

- The Community Impact Fund
- The Monarch Machine Tool Company Legacy Fund
- The Prime the Pump Fund
- The Memory Fund

Restricted Funds – Awards to organizations whose requests fulfill a specific purpose

- The Roscoe Beanblossom Fund – Support needy and worthy Shelby County youth
- The John Douglas Long Blind Fund – Benefits Shelby County residents affected or afflicted by blindness or seriously impaired eyesight
- The Shelby County Medical Services Fund – Supports medical needs
- The F.I.S.H. Fund – Assists needy residents of Shelby County with clothing, food, housing, utilizes, and life-sustaining medications
- Kermit T. & Ella M. Kuck Fund – Supports organizations within the City of Sidney

**Grant requests may be in any amount up to \$20,000**

### Community Grant Priorities

- Impacts Shelby County Residents
- Project must be sustained after the grant is exhausted
- Based upon current community needs
- An unduplicated program/project
- Promoting community wellness and addressing societal problems

Other Factors Considered:

- The request must be specific
- An innovative, new concept or process
- Meets a need not fully met by existing programs
- Affects an underserved population
- Impacts a growing need in the community
- Is not a replacement of existing capital equipment
- Has sufficient data or statistics to support the request

Grant requests may require a site visit or presentation to the Committee.

## Restrictions & Application Frequency

- The Community Grants Program is not intended to be a source of ongoing operational and annual funding for an organization. However, the Grants Committee *may* consider a repeat request after all new programs/projects have been reviewed and/or awarded.
- Organizations may not apply for a similar grant until previous awarded grants have been completed. However, the Committee *may* consider a grant for a new program/project within the same organization.
- All grants are at the Committee's discretion.

## Limitations

The Community Foundation does not *typically* make grants from its discretionary funds for:

- General organizational operations
- Ongoing/repeated programs
- Fundraising drives
- Individuals
- Religious organizations for religious purposes meant to primarily serve its members (programs open to the community may be considered)
- Endowments
- Specific scientific, medical or academic research
- Political activities

## Organizations who may apply

Must be a recognized 501(c)(3) organization, a government entity, or have a fiscal agent with a 501(c)(3) status. If a fiscal agent (a 501(c)(3) or governmental entity) will be the payee to receive a grant, please list that entity's name and EIN on the Preliminary Proposal form.

## How to Apply for a Grant

### Please follow these steps:

1. **Call or email the Grants Manager**, Juli Smith, to discuss the grant request idea. Preliminary Proposal and Full Proposals **will not be accepted** if they have not been approved by the Grants Manager. Call (937) 497-7800, Monday-Friday between 9:00am and 4:00pm or email [jsmith@commfoun.com](mailto:jsmith@commfoun.com). If approved to apply, a code will be given to enter in our online Grant Portal, allowing access to the application.
2. **Preliminary Proposals Open: January 2 (Spring Grant Cycle) and July 1 (Fall Grant Cycle) of each year.** If the organization has been approved to apply as noted in Step 1, complete an online Preliminary Grant Proposal form found at [www.commfoun.com](http://www.commfoun.com) (see prior contact requirement above). In the Grants section, click Apply for a Grant and then click on Community Grants and click Apply for a Grant. Printed forms are not accepted.

After our Grants Committee reviews Preliminary Proposals, each applying organization will be informed if the proposal has been declined or is advancing to the Full Proposal stage.

3. **Preliminary Proposal Deadlines: February 15 and August 15 at 11:59pm of each year.**

4. **Full Proposal Deadlines: March 30 or September 30 of each year.** Those making it to the Full Proposal stage will be emailed a link for the online Full Proposal form. The Grants Committee may ask for additional information, an interview or a site visit. Interviews/presentations will take place the third week of April and October.
5. **Final Decisions:** The Committee will submit recommendations to the Board of Trustees and the Trustees will make the final decision at their **April or October meeting**. The applicants will be notified by email soon thereafter.

## Evaluation

The Community Foundation evaluates grants in order to be a good steward to the funds given by many generous donors. Evaluations vary because of the type of project and amount granted. A grant evaluation report will be required from all organizations receiving a grant through this process. The Board of Trustees has the right to make exceptions to the funding timelines or grant terms.

## Grant Terms

Most grant awards will be paid as follows:

**80% following board approval of a grant request.**

**20% upon submission of a favorable grant evaluation report** which follows the completion of the program/project.

- Grants awarded through the Community Grants process must be used within 18 months of the award date, unless an extension has been approved. Failure to verify the use of a grant within in the time provided may result in repayment of the entire grant amount and/or forfeiture of the remaining grant money. This may impact future grant requests.

The Foundation may withhold any portion of the grant if the grantee organization deviates from the approved grant proposal or omits any requirements stipulated without prior consent of the Community Foundation.

Some grants may be paid in multiple installments or after conditions are satisfied. The Foundation will work with grantees to decide the appropriate timing of payments.

To discuss a grant request please contact Juli Smith, Grants Manager, either by phone at (937) 497-7800, Monday through Friday 8:00 a.m. to 4:00 p.m., or email to [jsmith@commfoun.com](mailto:jsmith@commfoun.com).

