

Branch County Community Foundation
2010 Grant Application

Name of organization applying:

Organization Address:

Website Address:

Project Name:

Attach a brief description of what your organization is proposing to do with grant funding (no more than 500 words).

When will the project start and end?

How much is the total project?

How much are you requesting from the Community Foundation?

Who will be able to answer questions about the project?

Contact person:

Phone:

Email (*Please check e-mail regularly.*):

Does 100% of your board contribute to your organization? Yes No

For staff use only:

- | | |
|--|---|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Homelessness /Poverty Reduction | <input type="checkbox"/> Org. Capacity Building / Marketing |
| <input type="checkbox"/> Health | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Women / Children | <input type="checkbox"/> |
| <input type="checkbox"/> Faith-Based Initiative | |
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2010 FUNDING PHILOSOPHY

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.
~ Chinese Proverb ~

The Community Foundation believes that social problems are not the result of a lack of public programs. We believe that social problems exist because programs are generally not designed to solve social problems. Often, through no fault of on the part of the person using services, “the system” does not lead to economic self-sufficiency of the individual and families.

The Community Foundation gives highest priority to projects which

- meet an immediate or short-term need **and** lead to prevention of recurring need;
- promote development or strengthening of community assets, including building social capital and making it possible to get additional funding,;
- will have a positive long-term impact on program participants and/or the community;
- promote cooperation among area organizations with related or supportive missions.

2010 SUBMISSION INSTRUCTIONS

Please email ONLY the 2010 Grant Application page by the deadline posted. EMAIL to colleen@brcofoundation.org.

2010 GRANT APPLICATION INFORMATION

The Community Foundation reserves the right to request additional information from the applicant.

Upon submission, your application becomes the property of the Community Foundation and will be used as deemed appropriate by the Community Foundation.

Acceptance of an application or an advisory committee interview should not be considered a guarantee of funding.

Award Amounts

Most grants awarded are between \$500 and \$5,000. The largest grant request historically funded from a **community-based fund** was \$10,000 for startup of an on-going, county-wide project. To assure maximum consideration of larger requests, applicants may wish to break the project into sections and allow the committee to fund one or more of these sections.

Grants to Faith-Based Organizations

Grants from **donor-advised funds** at the Community Foundation (such as the *Faith Based Initiatives Fund*) are distributed according to the individual fund agreements, with recommendations from donor advisors, and final approval of the Community Foundation Board of Directors. Many of these funds award grants for specific religious purposes.

Grants from **community-based funds** (including the Youth [YAC] Funds) will not be made, nor may funds be utilized, for religious programs or for community programming that incorporates a

religious philosophy in its delivery. Some characteristics of faith-based programs eligible for grants from **community-based funds**:

- Programs may be located in a house of worship if religious programs are separated from non-religious programs;
- Programs are open to all, regardless of religious affiliation or lack of religious affiliation;
- Programs do not require statements of belief from participants; and
- Program providers (including volunteers) abstain from religious worship, instruction, or proselytizing (attempts to convert to a religion or religious recruitment).

Example 1 – Program **eligible** for a grant from a community-based fund

Local churches coordinate volunteers to provide food and lodging in the evening to homeless families at the churches. The policies of the program prohibit staff or volunteers assisting the families from making any attempt to expose participants to religious education or even inviting participants to attend church services.

Example 2 – Program **not** eligible for a grant from a community-based fund

A 501(c)(3) youth organization provides summer activities, such as recreation, leadership-building skills, and field trips to museums, for children ages 7-14. Participation is open to all children regardless of faith or lack of religious affiliation. Activities include opportunities for participants to learn about the Buddhist faith and participants are encouraged to attend religious services at a local Buddhist church of their choice.

The list and examples are intended illustrative only and should not be considered all-inclusive.

Grants to Tax-Funded Entities

The Community Foundation will consider grant proposals from units of government, schools, and other tax-funded entities. Grants from **community-based funds** will generally be made for programs, goods, or services that would not be considered essential and are therefore not typically funded through taxpayer dollars. These would normally be special, non-recurring projects that usually play no part in normal governmental funding.

Non-Discrimination Policy

The Community Foundation prohibits grants to organizations that engage in illegal discrimination on the basis of age, race, religion, gender, or national origin.

2010 INSTRUCTIONS FOR FUNDING PROCESS

All grant applications will be reviewed, and the advisory/review committee will select projects that best fit a fund's criteria, funding priorities, and the dollar amount available for distribution this grant cycle. You will be notified whether or not your proposal will be considered for funding during this grant cycle.

If selected for funding consideration, you will meet for a funding interview with one of the Community Foundation's advisory committees. You will need to prepare a written copy of your response to the **2010 GRANT INTERVIEW QUESTIONNAIRE**. If we need other information, we will request that in your Interview Notification.

2010 GRANT INTERVIEW QUESTIONNAIRE INSTRUCTIONS

If selected for funding consideration, please provide a written response that addresses these questions during an interview with one of the Community Foundation's advisory committees. PLEASE BRING A COPY OF YOUR WRITTEN RESPONSE TO THESE QUESTIONS AND ANY OTHER INFORMATION REQUESTED IN YOUR INTERVIEW NOTIFICATION.

2010 GRANT INTERVIEW QUESTIONNAIRE

1. What underlying issue(s) led to the need for the program or services for which your organization is seeking funding?
2. Describe what *really* needs to be done to address the issue(s) – not just what you think you can do with current funding restrictions. In other words, if money were no object, what would your solution to the issue(s) look like?
3. In your field of work and/or within your organization, how do you define “prevention” with regard to the issue(s) you propose to address?
4. What preventive activities do you currently engage in with regard to the issue(s) you propose to address?
5. Does what you propose to do lead to a permanent solution to the issue(s) you have identified? In other words, will you include preventative programming? If not, why not?
6. With what other organizations do you collaborate for this or other programming? Describe the collaboration.
7. What are you trying to achieve? How will you show the Community Foundation that you achieved what you were trying to do and that your organization used the funds as you proposed?
8. What is the value of your programming to those you propose to serve and/or the community as a whole?
9. What is the real, **total** cost of your solution (including volunteer time, in-kind costs, donations, administrative staff support, etc.)?
10. What is the budget for the proposed programming or project including estimated cash and in-kind revenue and the expenses?
11. Do you believe you will continue the proposed program or project? If not, why not? If yes, will your organization need to seek community-based funding in future years?

Applicants to the Youth Project Fund

To qualify for a Youth Project Fund grant, projects must be designed to serve youth **AND** have **at least one** of the following components:

- the applicant organization has youth on the **governing board**;
- youth serve on the applicant organization's **standing committees**;
- a youth **advisory committee** was formed to seek input for this project;
- youth assisted in the **writing of the grant** application for this project; or
- youth had **input on the project design**.

Please explain how the project or program will involve youth in one or more of these ways listed above.

Applicants for Technology Funding

If technology is part of your grant request for any of these funds, you **MUST address the following questions:**

- How would you assess your use of technology compared to other agencies with similar missions?
- What type of financial resources does your organization have available for technology? Are you prepared to seek additional funding from other sources?
- What do you see as the most pressing issues for your organization that technology might address? What role does the implementation of new technologies play in your strategy for the next five years? Do you need new technology in order to grow? Would new technology allow you to respond to new opportunities?
- What is management's attitude and role in the organization with regards to technology?
- What are the obstacles to your organization's effective use of technology, including both training and budget?
- Who has been or will be involved in making recommendations for technology staffing, training, and system requirements prior to purchase?
- Who (please include their experience) has been or will be involved in day-to-day technology troubleshooting and maintenance tasks?
- Who will be involved in the implementation of new technology efforts?
- What type of training have staff members completed in the past? How useful was it?
- Will all technologies—current and proposed—be compatible? For example, if you propose purchasing a computer will the current printer, software, etc. work with the new computer?
- Please provide system requirements regarding the technology. For example, if you're purchasing a computer, list the components that will be used to build the computer—such as processor, motherboard, sound card, video card, etc.

2010 FUNDING NOTIFICATION PROCESS

Notification & Grant Agreement

When your organization receives notification that the funding request was approved (usually by email), complete and return the **Grant Agreement** that is included in your notification.

Within three (3) weeks after receiving the completed Grant Agreement, we will send the check to the address indicated on the Grant Agreement.

Grant funds must be requested and used within 90 days of the award notification. If a time extension is necessary, please submit a **written** request to the Foundation office before the three-month period has expired giving the reason for delaying the project and a time line for completion.

Use of Grant Funds

Grant monies must be used for the purpose cited in your original grant proposal. Requests for changes must be submitted in writing.

Grants are subject to review and modification and may be cancelled should performance suggest such action.

A grant award does not obligate the Community Foundation to provide an organization with any additional support.

Publicity

In an effort to build awareness of the Branch County Community Foundation's role in our community, the Community Foundation requires your organization to prepare and distribute a media release about your project, what you hope to accomplish, and that you received a grant to support the project from the Branch County Community Foundation. A media contact list and sample media release is available upon request. You should also give recognition of Community Foundation grants awarded in any media announcements, written materials, and other materials produced in conjunction with the grant project.

Evaluation

If a grant is awarded, our staff will, when appropriate, work with the grantee to determine the appropriate success indicators.

Grant recipients are required to submit a **Grant Evaluation Report Form** at the conclusion of the project. Interim progress reports may also be requested. Evaluation information **must** be submitted by the due date specified.