

Blackford County Community Foundation, Inc.

Grant Application Guidelines

Blackford County Community Foundation has developed the following guidelines to assist those applying for grant funds.

Fields of Interest

Our Community Foundation will focus primarily on these fields of interest; however, it expects to remain flexible in its grant-making activities.

Community Development

- Arts and cultural development
- Community parks
- Community beautifications, improvement and enhancement projects
- Neighborhood associations

Community Services Planning & Coordination

- Health services coordination
- Human services coordination

Education

- Community education on relevant issues
- Post secondary, secondary, elementary, preschool and special education

Health

- Community health services
- Mental health services

Human Services

- Elderly services
- Children and youth services
- Family services
- Youth advancement

Consideration Requirements

Grants are not awarded to profit-making enterprises.

Grants are not awarded to support political activities.

Grants are not awarded to support operating budgets of organizations, except for limited experimental or demonstration periods. *Exceptions to this policy may be made when there are compelling reasons for doing so.*

Grants are not awarded for sectarian or religious purposes or to sectarian or religious organizations operated primarily for the benefit of their own members.

Capital grants to building campaigns will only be made when there is evidence that such support is vital to the success of a program meeting priority needs of the community. Payments of such grants are made only after a significant percentage of the total campaign requirements have been raised.

Grants are not awarded for endowment purposes.

Special project grants may be made to individuals.

All grants are awarded in accordance with current regulations issued pursuant to the Internal Revenue Code, as amended.

How to Apply

Contact our Executive Director to determine if your proposal fits the guidelines. If you are asked to submit a formal proposal, make sure it considers the following:

- ✓ Purpose and definition of the project or program
- ✓ Background of the request office
- ✓ Officers and staff personnel of requesting organization
- ✓ Financial information and budgets
- ✓ Evaluation results
- ✓ How will the project be affected if grant is not received?

Criteria that Governs Grant Decisions

Merit and priority of applications

- Seriousness of the problem and adequacy of the proposed action to meet the problem
- Degree of potential benefit to the entire community
- Capability of the organization and its personnel to achieve expected results
- Appropriateness of timing
- Evidence of cooperation and coordination with other organizations at the time of the request
- Possibility of future support by other organizations
- Improbability of financial support by some other organization at the time of the request

Substantive quality of the request

- Is there a clear statement of goals?
- Are proposed techniques suitable or adequate?
- Is the project proposed of sufficient scope for results anticipated?

- Is the project too broad?
- Are highly competent personnel available locally?
- Is the budget adequate?
- Does the grant proposal fit the overall charitable purposes of the Blackford County Community Foundation, Inc.; particularly, human need and community development, and specifically, those fields of interest previously described?

2012 Grant requests are accepted quarterly for grant periods ending **January 31, March 31, June 30, and September 30.**

Submit your application to:

Blackford County Community Foundation, Inc.
121 N. High St., P. O. Box 327
Hartford City, IN 47348-0327

(765) 348-3411

(765) 348-4945 (Fax)

Email: foundation@blackfordcounty.org

Foundation Use Only: Meeting Date: _____ Request \$: _____

**BLACKFORD COUNTY COMMUNITY FOUNDATION, INC.
PROPOSAL SUMMARY**

The Board will only accept proposals for consideration after an applicant has consulted with the Foundation's staff. Please call the Foundation **before** you submit a proposal and ask to speak with the Executive Director. An initial determination of whether your proposal fits within the Foundation's guidelines will be made. You may be asked to meet with the Foundation's staff and/or submit a draft proposal for review. If you are asked to submit a final proposal for review by the Board, please follow these instructions:

Organization Name:

Address:

City/State:

Chief Administrator/Name & Title:

Contact Person/Title:

Phone:

Fax:

**Part 1 – GRANT REQUEST INFORMATION
SUMMARY OF REQUEST**

Describe purpose of the proposed project, measurable objective to be achieved, program activities and plans to evaluate success. Indicate the specific use for Foundation dollars.

FINANCIAL INFORMATION

Total cost of Proposed Project: _____

Amount Requested: _____

Percentage of Project Cost Requested: _____

PLEASE CONSULT WITH FOUNDATION BEFORE MAKING A MULTI-YEAR FUNDING REQUEST

OTHER FUNDING FOR THE PROPOSED PROJECT

Are the funds Potential, or Committed

Amount of other funding

What are the plans for long-term funding of the Project?

PART II – ORGANIZATIONAL DATA

Provide a summary of your organization including a brief history, mission or purpose statement, major programs provided.

Total applicant's operating budget for the current fiscal year: \$ _____

List below the major sources of support for the organization and the percent of the total each provides.

Funding Source(s) for Organization	Percent of Total
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PART III – PROPOSAL SUBMISSION

Please complete the following information. Consult the Foundation office with any questions.

If funded, please write the check payable to:

If funded, please mail the check to:

Foundation Use Only: Payment date(s) and \$ amounts: _____

Submit one **MASTER COPY** of your proposal including items **one** through **fourteen** in the order listed. Submit five **additional copies** of your proposal with items **one** through **eight** in the order listed.

- ___ 1. The Foundation/Proposal Summary
- ___ 2. Cover letter
- ___ 3. Complete proposal narrative
- ___ 4. Detailed budget for the program justifying the amount of the funding request. Identify all projected income and expenses.
- ___ 5. Board list including names and affiliations. Please note officers.
- ___ 6. Prior income and expenses statement for the program (except for new programs)
- ___ 7. Current year budget for total organization
- ___ 8. Year-to-date financial statement
- ___ 9. Endorsement letters
- ___ 10. Support documents such as charts, graphs or maps
- ___ 11. A copy of your organization's IRS 501 (c)(3) letter if applicable
- ___ 12. Documentation of authorized approval (unless included in letter of transmittal)
- ___ 13. Your most recent annual report
- ___ 14. Your most recent audit or year-end financial statement

Check off documents provided and write corresponding number in the upper right hand corner of each document. If an item is not applicable, please indicate. Also indicate which is the master copy.

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Hartford City, IN 47348