



2011 Unrestricted Grant Cycle

Timeline

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|-------------------------|-----------------------------------|
| August 15 | Application Packets Available |
| September 14, 4:30 p.m. | Application Deadline |
| October 11 - 15 | Development/Site Visits (if nec.) |
| October 24 – 28 | Response to Applicants |
| November 14 | Grant Check Distribution ☺ |

Proposal Checklist

Original and five copies:

- Grant Application with required signatures and supporting documentation (narrative, implementation details, etc. as outlined on application)

One copy only (attached to the original Grant Application):

- Terms of Agreement
- Organization IRS tax-exempt determination letter
- Organization mission statement
- Organization budget
- Board of Directors list
- Staff list
- Letter of support (optional)
- Background materials related to the project/program (optional)

Return proposals to: Martin County Community Foundation
P.O. Box 28
Loogootee, IN 47553

Please allow sufficient time for delivery as proposals must be **received** by **September 14, 2011**.

Martin County Community Foundation

A partner in the Community Foundation Partnership, Inc.

Grant Application

Organization _____ Date _____

Address _____

Phone _____ Fax _____

Tax ID # _____ Registration Date _____

Board Chair/President _____ E-mail _____

Project Contact _____ E-mail _____

Project Title _____

Amount Requested _____ Total Project Cost _____

Project Start Date _____ Project Completion Date _____

If project cannot be fully funded, would you consider a challenge grant? Yes/No

Attach documents that provide the following information:

Project Narrative Please provide a concise summary of the proposed project (two or three paragraphs). State the community need being addressed by the project and why the organization is qualified to address the need. State the target population and estimate the number to be served. Include the organization's experience with similar projects. Describe how the project will fit into and further the organization's overall mission.

Implementation Describe the activities or steps that you will take to carry out the project. Does your organization have the capacity to successfully undertake the project? Please include your project timeline.

Funding Summarize funding details, including how the community foundation's funds will be used, as well as other funding sources. Attach a detailed budget sheet showing projected income and expenses for the project.

Evaluation How will you evaluate the success of this project? Will this project enhance your organization's effectiveness or self-sufficiency? If you plan to continue this project, how will you finance this project in the future?

Other Information List sources contributing 10% or more of your organizational budget in the past two years (and amounts). Summarize financial support (%) from your Board. Disclose affiliations with religious groups.

Please staple or clip each grant application copy. Do not use comb binding.

This application must be signed by the organization President or another non-paid board officer:

Signature _____ Title _____

Print Name _____

Project Contact
Signature _____ Title _____

Community Foundation Partnership, Inc.

Serving the community foundations of Lawrence and Martin counties

Please submit this completed form with your grant application. Funds will be released if the grant is approved by the local foundation's Board of Directors, and a copy of this agreement will be sent to the Project Director. For questions, please contact the community foundation at (812) 295-1022.

TERMS OF AGREEMENT

1. Acceptance of Grant

On behalf of its member community foundation, the Martin County Community Foundation, the Community Foundation Partnership has awarded _____ a grant in the amount of _____. The funds shall be payable only to _____ and no assignment, transfer or encumbrance in favor of any other party shall be recognized.

To acknowledge this agreement, to accept the grant and receive funds, sign and return both pages of this "Terms of Agreement" to the Foundation.

2. Review of Grant Activity

The grantee agrees to furnish the Foundation with written reports according to the following schedule:

- Final Report within thirty days of completion of project (a form will be sent with your check)
- Quarterly reports during the term of the grant (grants over one year in duration)

3. Publicity

The grantee is expected to obtain publicity in support of this project. The Foundation will provide assistance with publicity of a program/project if requested by the grantee. All public announcements, news features, or information regarding your project must indicate Martin County Community Foundation's role in funding. The Foundation also maintains the right to publicize this grant in publications wherever appropriate.

4. Provisions

In accepting this grant, the grantee accepts the following conditions:

- A. To use funds granted solely for the following stated purpose: _____.
- B. To repay any portion of the amount granted which is not used for the purpose of the grant or expended prior to the termination of the grant period.
- C. To maintain book and financial records adequate to verify actions related to this grant.
- D. To notify the Foundation of its inability to complete the project if the grantee determines that the original purpose as described in the proposal or this agreement cannot be fulfilled.

5. Rescissions

Grants made and approved by the Community Foundation Board of Directors may be rescinded in full or in part if, in the sole judgment of the Foundation's Board, any of the following occur:

- A. Grantee does not fulfill the obligations required in the Terms of Agreement.
- B. The Grantee organization loses its tax-exempt status and/or ceases to exist within the duration of the grant period.
- C. The project ceases to be viable.

The Board of Directors must approve all rescissions. The grantee organization will be notified in writing that the grant has been rescinded and, where applicable, a copy of the notification will be sent to the fund advisor of the Donor-Advised Fund. If the grant was paid prior to the rescission, the grantee organization will be required to return any funds that were not expended for the stated grant purpose. If the organization does not repay the funds within a reasonable time period and following due process, the Foundation may seek legal recourse.

GRANTEE:

Name of Organization:

Project Name:

Check Payable To:

Address:

Project Director Address (if different):

Date program/project is scheduled to begin:

Date program/project concludes:

Signature of Authorized Board Representative

Date

Signature of Project Director (if applicable)

Date

Approved / *denied by the Martin County Community Foundation Board of Directors on*

_____.

Grant Amount Approved:

Grant Cycle:

MCCF Executive Director



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FUNDING PRIORITIES

Grants are awarded in an open-call format to organizations with programs that address emerging needs. Awards are for short-term projects, usually one year, and are not renewable. They may be for education, health and human services, civic and historical affairs, arts and culture, and recreation.

Priorities are given to programs which:

- Reach as many people as possible.
- Are preventative rather than remedial.
- Increase individual access to community resources.
- Promote independence and personal achievement.
- Examine and address the underlying causes of local problems.
- Attract volunteer resources and support.
- Strengthen the private, non-profit sector.
- Encourage collaboration with other organizations.
- Build the capacity of the applying organizations.
- Offer services not already provided in the community.

In order to maximize the use of funds, the foundation gives *lower* priority to construction projects, normal operating expenses, computer hardware, multi-year funding, re-granting, or to organizations with an existing tax-base of support.

FUNDING ELIGIBILITY

The Martin County Community Foundation welcomes grant requests from non-profit organizations that are recognized by the IRS as having 501(c)(3) status or that are affiliated with another tax-exempt organization, educational institutions, governmental entities, and are located in or provide service to Martin County residents.

FUNDING RESTRICTIONS

The Foundation does not award grants for individuals, debt retirement, political organizations or campaigns, for-profit entities, capital campaigns, programming that promotes religious instruction or doctrine, or endowments.

REQUIREMENTS FOR GRANTEES

Grantees are responsible for using the grant for the purpose intended and within the time allotted. Grant recipients must also complete a Final Report Form detailing financial expenditures and programmatic results of the grant. **These reports are due thirty days after completion of the project and no later than twelve months following the award of the grant. Grantees receive this form with the grant check. Organizations with past due or incomplete Final Report Forms will not be eligible for additional funding.**

*If mailing your proposal, please allow sufficient time for delivery as proposals must be **received** at Martin County Community Foundation, 2668 U. S. Hwy. 50, Loogootee, Indiana 47553 by **September 14, 2011.***

EIGHT QUALITIES OF EXEMPLARY PROPOSALS

ENERGY - The grant proposal bristles with enthusiasm, urgency, and passion. It suggests a group of people who can barely contain their eagerness to begin working. As a reader, you find yourself inspired and excited by their plans.

EXPERTISE - The author of the proposal knows what they are talking about. Their plans reflect a deep understanding of the problem they are addressing. They are aware of similar efforts that have been undertaken in the past. Their theoretical knowledge is tempered by time-tested experience.

COMMITMENT - The proposal reflects the organization's genuine priorities. They demonstrate their willingness to invest their own resources in the project. Rather than moving on to a new endeavor in the near future, the organization is committed to continuing the project.

CLARITY - The proposal is clear about what the organization wants to do, why it is important and how it will be carried out and evaluated.

COLLABORATION - The grant seeker is encouraged to form alliances with other organizations to advance their mutual goals. All involved parties must be more interested in getting results than carving out turf.

BENEFITS - The project's goals are indisputably worth striving for and the target group is appropriate.

COMPREHENSIVENESS - The problem's complexity is matched by the sophistication of its proposed solution. The grant seekers' thinking reflects a complete strategy.

EFFECTIVENESS - An ongoing evaluation reflects the group's commitment to getting results. The project has potential to make a positive impact in the future.

GOOD GRANT WRITING ADVICE

- **Don't chase dollars.** Apply only for grants that support your mission.
- In your grant proposal, **articulate the problem** and **how you will try to solve** (or at least reduce) the problem. **Do not over-promise.** Be realistic.
- Explain how you will **know when you are successful.** This is your **evaluation plan.**
- Keep the proposal **clear, simple and concise.**
- Do not wait too late to go to the community foundation with an **urgent question or need.**
- Funders do not want to be the **Lone Ranger.** The more **broad-based financial support** you can demonstrate, the more you are demonstrating **sustainability.**
- Your project's **budget needs to be detailed** and include a **written justification.** Don't ask for more than you need, thinking you will receive less.
- If your organization is offered **partial funding,** seriously consider whether you will be able to complete the project. If not, decline the offer.
- After receiving the grant, **submit an accurate Final Report** by the deadline. **Good grant management** strengthens your reputation!