

Go Forward!

Grant Application Guidelines ¹



The Kosciusko County Community Foundation has established a special grant initiative to support the objectives, goals, and projects outlined in the new Forward Kosciusko strategic plans for towns.

WHO CAN APPLY?

This application process is available to town governments in the county that completed a strategic plan through the Forward Kosciusko initiative. These towns include Claypool, Etna Green, Leesburg, Mentone, Milford, North Webster, Pierceton, and Silver Lake.

Proposals must align with specific goals or priorities within the strategic plan that was developed for their town, which can be viewed here: <https://www.forwardkosciusko.com/finalplans>.

Preference will be given to proposals where the Community Foundation's grant funding is matched, dollar for dollar, by other funding sources.

APPLYING FOR A GRANT

Towns can submit a one-time request of up to \$20,000. Those towns that receive a *Go Forward!* grant will still be eligible to apply for grants from other Community Foundation funds. Only one application that serves each respective town will be accepted for this initiative.

Towns are required to contact the Community Foundation to discuss the grant proposal prior to submitting a formal application. Once you have discussed your proposal with program staff, you will need to complete and submit an online application. Access to the application portal can be found at: <https://www.kcfoundation.org/goforward/>

TIMELINE

Application Due Date:	Tuesday, January 17, 2023 at 4:30 p.m.
Grant Awards Announced:	Mid-March, 2023

REPORTING

Towns receiving grants will have until **Tuesday, December 31, 2024** to utilize the awarded funds and will be required to provide documentation of how funds were spent (receipts, paid invoices, etc.) along with a brief narrative upon completion.

CONTACT INFORMATION

Grant seekers should contact Alex Hall, Vice President of Programs, at (574) 267-1901 or alex@kcfoundation.org if they have any questions about these guidelines¹ or applying for a *Go Forward!* grant.²

(Additional information on reverse side)

¹ These guidelines are for the *Go Forward!* grant initiative. Please contact us or visit our website for information on other fund types.

² Submitting an application does not guarantee a grant award. Proposals may be fully-funded, partially-funded, or denied.

HELPFUL TIPS FOR APPLYING

Here are some questions you might have while applying for *Go Forward!* funding. Because this list will not capture every question you have, please reach out to our staff for any assistance you might need.

1. What does it mean that the grant dollars need to be “matched” by other funding sources?

For this grant initiative, the Community Foundation will give preference to proposals where our grant funding is matched, dollar for dollar, by other sources. For example, if your town is requesting funds for a new community park project that is \$50,000 *total*, the best request would be to ask the Community Foundation for up to \$20,000 and seek \$30,000 from other sources (i.e., town budget dollars, community donations, in-kind contributions, other non-Community Foundation grants, etc.) To illustrate this, consider the following sample project budget:

PROJECT EXPENSES:

Architectural/Site Planning	\$2,000
Site Excavation	\$5,000
Labor	\$8,500
Supplies for Installation	\$12,500
<u>Playground equipment</u>	<u>\$22,000</u>
TOTAL EXPENSES:	\$50,000

PROJECT INCOME:

Contractor In-Kind Contribution	\$1,500
Parks Department Budget	\$3,500
Private Donations	\$10,000
State Grant/Funding	\$15,000
<u><i>Go Forward!</i> Request</u>	<u>\$20,000</u>
TOTAL INCOME:	\$50,000

2. Can I submit a proposal for capital projects?

Yes! Funding can be utilized for capital projects (buildings, infrastructure, etc.), as long as the proposal clearly connects to an objective, goal, project, etc. identified in your town’s Forward Kosciusko plan.

3. Can I submit a proposal for a program?

Yes! As with capital projects, as long as the proposal ties the program back to the town’s strategic plan in a clear and identifiable way, it will be accepted.

4. The application asks me to cite the final plan. How do I do that?

When referencing your town’s final plan, feel free to copy and paste the exact wording of the objectives/goals your proposal meets. Then, after that, list the section and page number of the where you identified each goal. For example: “*Encourage planning and strategic investment in modernization, maintenance, and enhancement of failing or deficient water, sewer, stormwater and electrical infrastructure. (Section Four: Guide, Page 96)*”

5. If my town is awarded a grant, how do I receive the funding?

Funding such as the *Go Forward!* grant initiative are on a reimbursement basis. After your town pays for expenses that meet the requirements of the grant, you can submit requests for payment to be reimbursed up to the approved amount of funding.