

Community Funds Grant Application Guidelines



The Community Foundation accepts applications to Community Funds three times each year and according to the schedule below. Grant awards are announced approximately ten weeks after each application deadline.

Pre-Grant Inquiry Due:	Application Due:
June 15	July 1
October 15	November 1
February 15	March 1

FOR MORE INFORMATION

Contact program staff by calling (574) 267-1901, by visiting us at 102 East Market Street, Warsaw, IN 46580, or visit our website: www.kcfoundation.org

APPLYING FOR A GRANT

Grant seekers who have not applied to Community Funds within the past two years are required to contact the Community Foundation's program staff to discuss your grant proposal prior to submitting a Pre-Grant Inquiry. For more information about applying, please see the FAQs on the next page.

THE GEOGRAPHIC AREA WE SERVE

Kosciusko County

GRANTMAKING AREAS OF INTEREST

- Education
- Health
- Human Services
- Arts & Culture
- Environment
- Civic
- Recreation

THE COMMUNITY FOUNDATION FAVORS AWARDING GRANTS THAT:

- Reach a broad segment of the community, especially those affecting citizens whose needs are not being met by existing services that are normally expected to be provided by private rather than government sources
- Request seed money to create innovative opportunities to meet needs in the community
- Stimulate and encourage additional funding
- Promote cooperation and avoid duplication
- Help make a charitable organization more effective and efficient to be self-sustaining

THE COMMUNITY FOUNDATION PLACES LOW PRIORITY ON THE FOLLOWING, WHICH ARE UNLIKELY TO RECEIVE FUNDING:

- Projects where Kosciusko County Community Foundation is the sole funder
- Reduction of debt or payment for items purchased prior to grant approval
- Travel and attendance at conferences or seminars, when not directly related to the delivery of a program
- Programs that fall more appropriately under government funding, such as operating expenses for public schools and police or fire protection
- Requests from organizations that have an open Community Funds grant file (i.e., a balance remaining on a previous grant or an unfiled final report)
- Organizations with exceptionally small boards or those with interrelated members

THE COMMUNITY FOUNDATION WILL NOT CONSIDER GRANTS FOR:

- Individuals
- Political activities or those designated to influence legislation
- National organizations (unless the monies are to be used solely to benefit citizens of Kosciusko County)
- Fund-raising projects
- The direct benefit of the donor or the donor's family
- Religious organizations for the sole purpose of furthering that religion (this prohibition does not apply to funds created by donors who have specifically designated religious organizations as beneficiaries of the funds)*
- Contributions to endowments*

Kosciusko County Community Foundation is committed to equity in the delivery of our grants, scholarships, programs and services. We value all people. We do not discriminate against individuals based on race, color, religion, gender, national origin, disability, age, marital status or genetic information.

*These guidelines are for the Community Foundation's Community Funds (non-designated), from which competitive grants are awarded. Please contact us for information on other fund types.

FREQUENTLY ASKED QUESTIONS:

Application Phase:

- 1. I have never applied for funding at the Community Foundation. How do I get access to the grant application portal?**

Please reach out to our staff to receive an account. We will need to manually create it for you. Once you have an account, you can access the portal here: www.kcfoundation.org/community-funds

- 2. How many times can our organization apply per year?**

Each organization can only apply for and receive funding from Community Funds once per 12 months, with very limited exceptions made for extenuating and/or special circumstances.

- 3. What is the Pre-Grant Inquiry?**

The Pre-Grant Inquiry provides only the most basic information about your request to the Community Foundation staff prior to taking the time to fill out an entire application. Generally, these are approved within 3 business days for returning applicants or for those requests that do not raise any concern with Community Foundation staff. Once the inquiry is approved, the online grant portal will automatically make available the full application immediately.

- 4. What signatures do I need for the application?**

The Authorization Signature form will require signature(s) from the applicant and at least one (sometimes more) other authorized individual at your organization. The grant portal will indicate what signatures are required and how to acquire them.

- 5. The full application asks for budgeted expenses and budgeted sources of financial support. What should I include?**

Depending on the nature of your request, you should include all expenses required to execute the delivery of the proposed project or program for which you are requesting. Then, the total of the sources of financial support should equal the amount budgeted in expenses. For example, if a program costs \$80,000 to execute, you should list all expenses in as much detail as possible, and then list the equivalent \$80,000 sources of financial support that have been planned to cover the expenses.

- 6. What financial statements, when applicable, are required with our application?**

Organizations that have annual operating budgets of \$100,000 or more are required to submit a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income Statement) for the organization's most recently completed fiscal quarter. Statements do not need to be audited but should be approved by your board of directors. Sample financial statements can be found on the Community Foundation's website. Organizations with operating budgets of less than \$100,000 can choose to submit a year-to-date Budget vs. Actual report showing expenses and revenue.

- 7. If approved, how much is the average grant amount?**

An average grant award is between \$5,000 and \$7,500, with a large award for annual operating or program requests being up to \$10,000. From time to time and only under special circumstances, the Grant Committee will entertain requests for up to \$20,000 for one-time special requests (generally, capital projects). Low priority requests or requests from organizations that have not received funding from Community Funds previously may receive less than the stated average grant amount.

Award Phase: *These questions apply to those organizations that are approved for funding in response to their application for Community Funds.*

- 1. How will I be notified of the Community Foundation's decision?**

The applicant will receive an automated email with the decision. If approved, the Grant Agreement will also be made available at that time indicating the approved use(s) of the funds. Please pay special attention to these use(s) and any other conditions (i.e., extra reporting requirements, special grant periods, etc.) as noted in the Grant Agreement.

- 2. When will we receive our funds?**

When the Grant Agreement is returned, provided there are no special conditions indicating otherwise, a check will be mailed to the grantee in the Community Foundation's next payable cycle.

- 3. Are there follow-up reporting requirements?**

Yes – A Grant Agreement is required within 60 days of the approval date. A Final Report will be due one year after the approval date and will require a narrative description of the impact of the project or program. The organization will also need to include valid documentation (i.e., receipts, invoices, etc.) to demonstrate that the funds were spent on the qualified use(s) noted in the grant agreement.