



Community Foundation of Switzerland County, Inc.
2010 Grant Guidelines

There are no deadlines. Grant letters will be reviewed and decided upon monthly. Any request in the office by the 1st of each month will be notified of a decision by the end of that month.

Guidelines

Preference will be given to proposals that:

- Address priority community concerns
- Will have the greatest benefit per dollar granted
- Have the potential of leveraging additional grants from other sources such as government and other foundations.

Policies

- Grants will be made only to nonprofit charitable organizations.
- Grants will be made only to organizations that provide for a responsible nonprofit fiscal agent and adequate accounting procedures.
- Grants will be made only for projects/programs that are certified in writing by the chair of the organization's governing body.
- Grantees must submit final grant evaluation reports in a timely manner. If reports are delinquent from a previous grant, current applications will not be considered.

The Foundation generally does not make grants for the following:

- Ongoing operating expenses (electric, salaries, phone, etc.) except on a short-term basis when support is critical to the survival of a key agency or program
- Programs/equipment that were committed to prior to the grant application period (programs or project cannot be in progress before grant decision is made)
- Debt reduction (project cannot be completed before grant decision is made)
- Annual appeals or membership contributions
- To or for projects/organizations benefiting individuals or a few persons
- Travel expenses for individuals or groups
- Support of public or private educational institutions or government agencies except in special situations where support is essential to projects/programs that meet critical community needs
- Organizations that discriminate based on race, age, sex, sexual orientation, or national origin
- Religious organizations for direct religious activities
- Political purposes
- Endowment building



How to Submit a Grant Request

Request up to \$1,000

Be no more than two (2) typewritten pages with 1” margins 12 pt type.

Provide:

1. 1 original request signed by the Board President
2. 1 copy of your board of directors list

Must include all of the following:

Narrative:

1. Name, address, phone number, and e-mail of organization
2. Name, address, phone number, and e-mail of contact person
3. List amount of project and amount requested
4. Mission statement of organization
5. Project description (include how Switzerland County is served and number of Switzerland County residents expected to serve)
6. Describe how this project addresses or solves a community need
7. Give a timetable of project
8. List anticipated results

Project Budget:

Revenue

Committed - (list source(s) and amount(s) already committed)

Anticipated - (list source(s) and amount(s) that have been or will be approached for funding)

Expenses

Itemized list of expenses