

Community Foundation of Switzerland County, Inc. (CFSCI)
Community Grants Program Policies

These grant guidelines and policies apply only to the unrestricted philanthropic funds of the CFSCI and not to those funds for which the beneficiary or beneficiaries have been designated by the donor or for which the donor has restricted the use of a particular fund to a specific charitable purpose or geographic area. Those designated and restricted funds will be administered separate in relation to their respective donor agreements.

General Information:

- Grants will be made only to charitable projects and programs that benefit the residents of Switzerland County.
- Grants will be made only to organizations that provide for a responsible fiscal agent and adequate accounting procedures
- Grants will be made only for projects/programs that are endorsed by the President of the Board of Directors.
- Incomplete applications or applications submitted past the application deadline will not be considered. All submitted applications are considered final and no revisions will be accepted without prior approval.
- Grants will be made only to organizations that are current on previous grant reporting requirements.
- Grant recipients and fiscal agents will sign and abide by the respective conditions as set forth in the Foundation's "Grant Agreement" and "Grant Report".

Preference will be given to proposals that:

- Have the greatest benefit per dollar granted.
- Have the potential of leveraging additional grants from other sources.
- Will make a significant improvement in our community.
- Show cooperation and collaboration among institutions.

While the Community Foundation remains flexible in attempting to meet community needs, the following items generally are not funded:

- Acquisition of weapons, firearms or destructive devices as defined in the Indiana Code under IC 35-41-1-8 or IC 35-47-5-2-4.
- Annual appeals, sponsorships or membership contributions.
- Attempts to influence legislation or to intervene in any political campaign.
- Endowments.
- General Operating Expenses.
- Individuals.
- Programs/equipment that were committed to prior to the grant being awarded (programs or projects can not be in progress before the grant decision is made.)
- Religious purposes.
- Travel or lodging expenses to enable individuals or groups to attend seminars or take trips.

Grant Application Process (*The Foundation is moving to a paperless process*)

- Deadlines: March 1st for the spring cycle and September 4th for the fall cycle.
- Application must be emailed to grants@cfsci.org. Applications must be in PDF format or MS Word 2007 or lower. Emails must be dated received no later than 4:00 p.m. The Foundation is not responsible for internet server problems. Late applications will not be reviewed.
- An email will be sent from the Foundation to indicate the application was received.

All requests for grants are reviewed by the Staff to determine that the application is complete and meets the Grant Guidelines. The Grants Committee, which is made up of members of the Board of Directors and outside advisors, reviews applications and makes grant recommendations to the full Board of Directors.

Committee members may visit the applicants at their facilities or location where a project/program will occur, and may contact others familiar with the organization and the need which the application addresses. The applicant may also be asked to meet briefly with the committee to discuss the project.

Conflicts of Interest. Because board and committee members are active in the community, potential conflicts of interest may arise from time to time. It is the Foundation's policy to deal with any conflicts of interest as openly as possible. A conflict of interest is defined as any activity or interest that may cause bias for or against a particular grant being considered. Committee and board members will disclose in writing and discuss potential conflicts and answer relevant questions. Once a conflict is disclosed, that member will abstain from further consideration of a particular grant.

Grant Payment Process

All grant applicants will be notified in writing with respect to the grant decisions of the CFSCI Board of Directors. Recipients will receive a Grant Agreement with a notification letter. Grant Agreements must be signed and returned to the CFSCI office within 60 days. Payment of the grant will not be released until the project or program is ready to begin. A Request for Funds must be submitted at least two weeks before the funds are needed.

Grant checks will be presented in the CFSCI office unless prior arrangements are made. This will allow the Foundation staff to meet grantees and take pictures for media purposes.

Grant Report Process

A final grant report is required by each grantee by the date indicated on the cover page of the signed Grant Agreement. Failure to file reports by the required due date will result in the organization being ineligible to apply for future grants until reports are current.

Statement of Non-Discrimination

It is the general policy of the CFSCI to operate without discrimination as to age, race, religion, sex or national origin in the overall administration of the Foundation and in the consideration of grant requests from agencies and organizations.

COMMUNITY FOUNDATION OF SWITZERLAND COUNTY, INC.

GRANT APPLICATION INSTRUCTIONS

(Do not include these pages with your application)

Grant Requests up to \$5,000

Deadline Dates: First business day of March (March 1st) and September (September 4th) in 2012

Applications must be emailed to grants@cfsci.org and must be dated received no later than 4:00 p.m.

Applications must be in PDF format or MS Word 2007 or lower.

PROPOSALS WILL NOT BE CONSIDERED WITHOUT THE FOLLOWING:

- ✓ General Organization Information (1 through 8)
- ✓ Project/Program Information (9 through 19)
- ✓ Program Budget Information
- ✓ List of Board Members, with officer titles, addresses, phone numbers and email addresses.
- ✓ Year-To-Date Operating Budget Report – Current Year
- ✓ Year End Operating Budget Report – Prior Year
- ✓ Minutes from Organization’s Board Meeting showing board approval to submit this grant proposal (title of grant must be part of the motion).

In 12 size font, please provide us with the following information:

General Organization Information (*type the number and question followed by the answer*)

1. Legal Name of Organization
2. Federal ID# (EIN#)
3. Mailing Address
4. Contact Person (person responsible for this project) [name, title, phone, email]
5. Year Organization was established
6. Organization’s mission statement
7. Describe, using actual quantitative numbers, how many residents your organization serves in Switzerland County.
8. For the most recent completed fiscal year, list your funding sources with percentages of support of your total budget. (example: State/Federal Funds, 20%; Riverboat Revenue, 20%; Foundations/United Fund, 30%; Grants, 10%; Memberships, 10%, Donations, 10%; or others)

Project/Program Information (*start a new sheet of paper*) (*no more than 3 pages*)

9. Project Name
10. Total Project Budget Amount and Amount Requested from CFSCI
11. What percentage of this total project budget will be spent in Switzerland County?
12. What is the timeframe in which the project will be administered? (be specific in terms such as “the project will begin on mm/dd/yy and end on mm/dd/yy”)
13. Describe the project and its purpose. Describe the activities or steps you will take to carry out this project.
14. How many will the project serve? How many will be Switzerland County Residents? What age groups will be served by this project? (Adults, Children, Teens, Senior Citizens, other)
15. Will other agencies be involved in this project? If so, how will they be involved?
16. What do you expect to happen as a result of this grant? How will you measure your results?
17. How do you intend to let the community know about this project? How will you credit the CFSCI for their support of the project?
18. What will happen to this project if this proposal is partially or not funded?
19. If this is an ongoing project, how will it be supported long-term?

Project Budget Information *(start a new sheet of paper and follow the layout below)*

List all supporters of this project- businesses, organizations, foundations, etc. If you have individuals who have contributed to the project, combine these gifts on one line. Put an * if any contributions are in-kind services/supplies.

Project Income	Amount	Already Awarded or Received	Requested or will Request
	\$		
Total Income	\$		

A complete line item budget is required. Put an * if numbers are estimates.

Project Expenses	Amount
Total Project Expense	\$

If the income is less than the expenses, please explain how the difference will be addressed.