Grant Workshop
Community Foundation of Pulaski County
Purpose – Review CFPC grants and guidelines, new 2020 CFPC Community Grant Aspirations application, and online application process

Grants & Guidelines overview

Community Aspirations

CFPC Grants webpage & Application Steps

Reporting

Tips, Q&A, Evaluator remarks
Grant proposals are accepted on a continuous basis. Applications must be submitted online. You are encouraged to contact the CFPC office to discuss your project before beginning.

Applications are reviewed quarterly. 2020 quarterly deadlines:

March 1, July 1, and November 1

It may take six to eight weeks to review proposals and receive a response.

Grants awarded shall serve Pulaski County and its communities.

Specific requirements pertaining to each type of grant are included on the individual applications – read carefully!
Types of Grants

- **Community Grants** – for organizations seeking grants of up to $15,000 for projects in one of the four areas of aspiration as described in the Community Conversations report.

- **Field of Interest Grants** – three grants are available for specific charitable purposes: adult education; educationally disadvantaged children/adults; wildlife conservation and education. Grant amounts vary.

- **Sustainability Grants** – for 501(c)(3) organizations who wish to create their own endowment fund in the Community Foundation. A $5,000 matching grant can enable an organization to establish a $10,000 permanent endowment and provide a stable source of income for its mission.
COVID-19 Grants

Agencies and organizations with immediate needs related to the Coronavirus should apply for funding through this short application, quick turn-around grant.

Grants will come from the Pulaski County Care Fund to support community organizations responding to COVID-19 needs.
Starting in 2020, Community Grant requests must focus on one of the four areas of aspiration revealed in the 2019 Community Conversations report.
Pulaski County

We want a community that is:

- Thriving & Growing
- Welcoming & Open-Minded
- Safe & Drug-Free
- Forward-Thinking Leadership

Community Aspirations
CFPC offers Community Grant applications year-round. Grants are made possible with earnings from the Community Grants Fund and other unrestricted resources. Awards will be up to $15,000 in each of the four areas of community aspiration.

Charitable status and purpose
Only charitable programs and projects that serve the Pulaski County community will be considered for funding. Grants may be made to organizations defined as a 501(c)(3) public charity and 509(a)(1), and must be used for charitable purposes as defined by section 170(b)(1)(A).
Grants may be made to non-charities, i.e., grants to for-profit, 509(a)(4) public safety organizations and other 501(c) organizations. Grants to non-charities require expenditure responsibility.
The Community Foundation of Pulaski County will agree to consider any proposal which is charitable in nature and could have a major impact on our community.

Requirements and Guidelines
Grants will be made only for projects/programs that are certified in writing by the chair of the organization’s government body.
Forms found on the Grants webpage: Budget Form must be attached to all Community Grant applications. Verification of Charitable Use of Funds form must be completed by entities that are not 501(c)(3) organizations and attached to the Community Grant application.

Award period will last 12 months from date of the award. Extensions may be requested but must be approved by the Community Foundation board.
Final reports are required and must be received by the Community Foundation within 30 days following completion of the project. Reports will include both a program and financial report detailing use of grant funds. New applications will not be considered if a final report is missing from a previous grant.
Starting in 2020, all Community Grant requests must focus on one of the four areas of aspiration described in the 2019 Community Conversations report: forward-thinking leadership, growing and thriving, safe and drug-free, welcoming and open-minded.
Preference will be given to proposals that:
Impact a substantial number of people in our community
Suggest practical solutions to current problems or address a current community interest
Encourage cooperation and elimination of duplicate services
Assist grant recipients to achieve certain objectives
Are from established nonprofit 501(c)(3) charitable organizations
The Community Foundation generally does not make grants from discretionary funds for:
- Ongoing operating expenses, annual appeals or membership contributions
- Debt reduction, existing obligations or building campaigns
- To or for individuals
- Travel expenses
- Political purposes
- Loans

**Evaluation Process**
Proposals are renewed by staff and evaluated by the Grants and Distributions Committee. This process may include a request for additional information, brief meeting with the Committee, site visits, or other steps as deemed appropriate.

In evaluating grant proposals, consideration is given to 3 main areas, with points as follows:

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Community Value/Impact</th>
<th>Project Management</th>
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<tbody>
<tr>
<td>Needs Justification</td>
<td>Target Population</td>
<td>Financial Planning</td>
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<tr>
<td>Goals &amp; Objectives</td>
<td>Agency Impact</td>
<td>Budget</td>
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<tr>
<td>Project Steps/Timelines</td>
<td>Benefits</td>
<td>Evaluation</td>
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Other = 10
- Required Documentation – 5
- Overall Consistency – 5

It may take approximately six to eight weeks to review proposals and contact applicants with an initial response. Following evaluation, the Committee makes recommendation to the CFPC Board of Directors, which maintains oversight and makes all funding decisions. Applicants will be notified regarding the Board’s decision by US mail.

**Communications**
All communications and questions regarding the grant application process should be directed to the Community Foundation at 574–946–0906; info@cfopc.org; or 127 E Pearl Street, Winamac.
Grant seekers should be aware that the CFPC Grants program may change from time to time.
Visit Community Foundation of Pulaski County website at www.cfopc.org and click on Grants.

Dropdown:
**APPLY** – Background information, links to forms, the 3 types of grants to apply for. These may include links to particular guidelines as well as the applications, budget, and verification forms.

**FINAL REPORTS** – The link to create your final report

**GRANT PROJECTS** – Find a list of some recent grants along with videos of Love Your Community Grants
Community Grant Aspirations Application

Deadline: December 31, 2021 at 08:00 PM EST

DESCRIPTION

Community Grants Aspirations are for organizations seeking grants up to $15,000 for projects in one of the four areas of aspiration as described in the Community Conversations report. Proposals will be accepted on a continuous basis; there are no specific deadlines for submitting grant applications. However, to assist organizations with their planning, applications should be submitted by March 1, July 1, or November 1 to be reviewed by grants committee who meet quarterly.

Community Grant Guidelines are found on the CFPC website and should be reviewed before completing this application. Applicants are encouraged to contact the CFPC office to discuss the grant project before beginning.

Consideration is given to project goals, community value and impact, and project management.

Applicant will receive a confirmation email when an application has been successfully submitted.
Following submission of a proposal, Community Foundation staff may contact applicants to schedule a site visit or interview as deemed appropriate.

REQUIREMENTS

Only charitable programs and projects that serve the Pulaski County community will be considered for funding.

Grants are generally made to nonprofit agencies/organizations that have federal tax-exempt status as a 501(c)(3) public charity. Grants may be made to non-charities including for-profit, 501(c)(4) public safety organizations and other 501(c) organizations. Grants to non-charities require expenditure responsibility.

A completed Budget Form must be attached to all Community Grant applications. Entities that are not 501(c)(3) organizations must complete a Verification of Charitable Use of Funds form and attach to the application. Both forms are found on the CFPC Grants webpage.

It may take approximately six to eight weeks to review proposals and provide an initial response. If the project is time sensitive, please indicate on the application.

Grant award period lasts 12 months from date of the award. An extension may be requested in writing but must be approved by the CFPC board.
Final reports are required of all grantees and must be received within 30 days following completion of the project in order to be considered for future grant funding.

NOTE: Please send an email to Info@cfpc.org once your grant application has been submitted.

Preview

Preview

Apply

or Already have an application started? Sign In
Online Application How-To’s

Click on the highlighted application link for the appropriate grant. Read the description and requirements, and at the bottom of page, choose to “Preview” the application or “Apply.”

You must create a username and password to apply. You will use this same login information to complete a final grant report.

Once you have an application started you can log in to www.smarterselect.com instead of going through the Community Foundation’s website. Make sure you SAVE your work and sign out when done. This will help eliminate log in and browser issues.
5 main sections on the application:

1) Instructions

2) Applicant Information – *found in your organization’s records*

3) Attachments

4) Grant Application – *specifics about your project, impact, management*

5) Agreement & Signature Page
How–To’s

- **Attachments include:**

  1) 501(c)(3) determination letter or other IRS Tax Ruling

  2) Governing members & chief officer

  3) Verification of authorization from governing body

  4) Year–end financial statements

  5) Proposal Summary

  6) Project Budget

    Potential attachments – *Verification of Charitable Use of Funds* form; signed commitment letters.
IRS tax determination letter vs NP Sales tax exempt form
Verification of Charitable Use of Funds

We verify, that as duly appointed representatives of an organization that is not a 501(c)(3) corporation, we will use any and all funds received through the Community Foundation of Pulaski County, Inc. for charitable purposes.

If at any time, the Grants Committee or Community Foundation of Pulaski County Board of Directors determines that the funds distributed to our organization were not used in a charitable manner, we agree to repay those funds to the Community Foundation of Pulaski County, Inc. for redistribution to an organization that will use them in a not-for-profit manner.

Funds will be used for activities as outlined in the corresponding application.

Two different names are required below.

________________________________________________________________________
Organization

________________________________________________________________________
Organization representative (printed)  Title

________________________________________________________________________
Representative signature  Date

________________________________________________________________________
Organization representative (printed)  Title

________________________________________________________________________
Representative signature  Date
Helpful Notes:

1) “Save” the application as you go; return as needed.

2) Documents may need to be scanned and saved as pdf files for attaching. Multiple pages will need to be scanned together as one document. Maximum file size is 5MB. Do NOT attach Google docs.

3) Text boxes will expand as needed.

4) Application will not submit if required fields* are not complete.

5) Send an email to info@cfopc.org when you have made final submission.

You will receive a confirmation email upon successful submission.
Final Reports Required...

...in order to be considered for future grant funding!

Final reports must be received by the Community Foundation within 30 days following completion of the project. Send it in as soon as your project is complete.

Award period typically lasts 12 months from date of award.

Extensions may be requested but must be approved by the Community Foundation board.

Reports will include both a program and financial report detailing use of grant funds.
CFPC Community Grant Budget Summary
(Use for grant application and final report)
Tell how project money will be spent. Indicate other sources of funding and anticipated in-kind support, if applicable. Save this budget to your computer to fill out the ‘Actual Spent’ column to include with grant final report.

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<thead>
<tr>
<th></th>
<th>Grant Request</th>
<th>Other Sources (in-kind if applicable)</th>
<th>Total</th>
<th>Actual Spent COMPLETE FOR FINAL REPORT</th>
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<tbody>
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<td><strong>Total Cost Estimate</strong></td>
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<td><strong>Project Costs</strong></td>
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<td>List specific details including cost breakdown for each item, the quantity &amp; price</td>
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Attach copies of estimates, contractor proposals or other info to help the committee understand your project. List ‘Other Sources’ referred to above with any necessary explanation _________________________________
CFPC Grant Workshop

Tips, Q&A, Evaluator remarks
Tips for Grant Seekers

Know your Funder
- Areas of giving
- Past recipients
- Average amounts awarded

Research
- Annual reports
- Website
- Newspaper articles

Not all Requests are Funded
- Competitive cycles usually state a specific amount available
A Good Application:

- Seeks funding as described by grant maker
- Shows enthusiasm; is convincing
- Demonstrates need for program/project with data/research
- Project ties to the organization’s mission
- Explanations, goals & objectives are clear, specific and detailed
- Easy to read, organized, good grammar, follows directions
- Meets deadlines
- Shows evidence of planning, organizational stability
- Includes all required attachments
- Proposal summary = BRIEF snapshot of your project (who, what, when, why, how)
- Budget is itemized and details anticipated expenses
If a grant is awarded, express your gratitude and provide follow-ups as requested. Staying in touch with grantor will help build or maintain a positive relationship.

You will be required to sign and return a Grant Agreement before your check is issued. We will get a photo upon award and provide a toolkit to help you notify the public, along with a yard or window sign to visibly share the good news.

If a grant is not awarded, realize you may apply or receive funding another time—don’t burn bridges.
"The foundation typically doesn't resort to rock–paper–scissors for grant awards."
Questions?
Evaluator Comments
Contact CFPC for help at any time throughout the process.

» 574.946.0906
info@cfopc.org