



THE PUTNAM COUNTY COMMUNITY FOUNDATION ENDOWMENT BUILDER PROGRAM

OVERVIEW & GUIDELINES

INTRODUCTION

The Board of Directors of the Putnam County Community Foundation invites all eligible charitable organizations to apply for the Endowment Builder Program created in 2006. This program is designed to increase the capacity of local organizations through matching grants to endowments benefiting 501(c)(3) non-profits, churches, and units of government serving Putnam County. This program is made possible through a grant from the *Unrestricted Endowment*, a component fund of the Putnam County Community Foundation. Community Foundation staff are happy to meet with board members to answer questions about the Endowment Builder Program.

ABOUT ENDOWMENTS

An endowment provides a stable source of revenue as part of an organization's funding mix. Gifts made to an endowment at the Putnam County Community Foundation are never spent, but are invested for the benefit of the organization. This permanent pool of assets generates income and grows over time.

Initial and long-term distributions from an endowment can be utilized for a charitable organization's operations in many ways, including administrative overhead, salaries, capital campaigns, special projects, emergency needs such as funding shortfalls, and new opportunities that arise from time to time. The organization also benefits from having the Putnam County Community Foundation as a partner in philanthropy. The Community Foundation provides gift acknowledgement, accounting and IRS reporting for the endowment, acceptance and administration of planned gifts, help in developing marketing plans for the endowment, and superior investment services.

ABOUT THE PROGRAM

The Endowment Builder Program is a matching grant initiative designed to help charitable organizations develop endowments at the Putnam County Community Foundation, benefiting those organizations forever.

This grant provides \$1 from the Putnam County Community Foundation for every \$2 donated to the organization's endowment. The Putnam County Community Foundation match will be deposited into the endowment quarterly. New endowments must meet the minimum fund balance requirement of \$12,000 (including match) within three years.

ELIGIBLE CHARITABLE ORGANIZATIONS

Eligible organizations include 501(c)(3) nonprofits, churches, and units of government and must serve Putnam County citizens. The organization must have or start an endowment at the Putnam County Community Foundation. Organizations should demonstrate the ability to conduct an endowment development campaign in a 12-month period of time.

GUIDELINES

Interested organizations will compete through a grant application process. Within the grant application, agencies will request their goal amount, assess their own readiness for an endowment development campaign, and create a plan for building the endowment and capitalizing on the opportunity of the matching dollars.

Be sure to complete the entire application and obtain required signatures. If you have any questions, throughout the process, please contact Dean Gambill at 765.653.4978. The following are items your organization should consider before applying:

1. Participating organizations are required to sign a participation agreement (contract) and a fund agreement, if the endowment is new.
2. Participating organizations have one full year in which to complete their development goals.
3. Participating organizations are required to have a minimum of one representative (staff or board member) attend a minimum of four Non-Profit Learning Series workshops during the one year campaign time period. There will be no charge for up to four representatives to attend these workshops. The organizations with the most representatives in attendance at a particular workshop will win a grant of \$100.00.
4. Development support will be available to all participating agencies in the form of training sessions and consultation.
5. All gifts are accepted per Putnam County Community Foundation gift acceptance policies. The types of gifts matched include cash, securities, real estate, IRA distributions, charitable gift annuities, life insurance, and irrevocable charitable remainder trusts. Please feel free to contact the Putnam County Community Foundation if you have questions regarding other types of gifts.
6. If the organization exceeds its goal, matches will be made to the goal only, unless the Putnam County Community Foundation Board of Directors deems otherwise. However, all gifts over goal received by the Putnam County Community Foundation will be deposited into the endowment fund.
7. If the goal is not met, left over match monies set aside for the organization will remain in the Unrestricted Endowment for future discretionary grantmaking.
8. If the fundraising goal is not met due to an extenuating circumstance, extensions will be considered, but must be requested in writing, and include a written plan of how the organization will be successful with the extension.
9. Gifts to endowments for organizations approved for the Endowment Builder program will be matched by the Putnam County Community Foundation each quarter as of December 31, March 31, June 30, and September 30.
10. Reports of donor names and addresses will be provided to program participants monthly.

SELECTION

The Grants Selection Committee, made up of Putnam County Community Foundation board members and community volunteers, will use the following criteria in selecting participants:

- Organizational mission and goals
- Financial readiness of the organization
- Commitment of the board and staff
- A clear endowment development campaign plan
- Organization's readiness to take on a campaign

IMPORTANT DATES

Mar 1	Complete application due in our office by 5:00 p.m.
May 1	Applicants notified of committee decisions and provided agreements for signature.
May 15	Executed agreements due in our office by 5:00 p.m. Match period begins.
Jun	Organizations attend the Spring Grant Award Breakfast (<i>first Friday in June</i>).
Jun 30	Match period ends for Spring-start organizations.
Sep 1	Complete application due in our office by 5:00 p.m.
Nov 1	Applicants notified of committee decisions
Nov 15	Executed agreements due in our office by 5:00 p.m. Match period begins.
Dec	Organizations attend the Fall Grant Award Breakfast (<i>first Friday in December</i>).
Dec 31	Match period ends for Fall-start organizations.

OTHER

Organizations that apply for Endowment Builder matching funds, but are not chosen to participate, are encouraged to reapply in future opportunities. Please access the Endowment Builder application in PDF on our website at http://www.pcfoundation.org/grant_forms.html. Please contact us if you would like these materials sent to you via email in a Microsoft Word document.

Contact Information:

Dean Gambill
Community Development Director
2 South Jackson Street
Greencastle, IN 46135
765-653-4978 (phone)
765-653-6385 (fax)
dgambill@pcfoundation.org



Putnam County Community Foundation Endowment Builder Program Application

ORGANIZATION INFORMATION:

Organization Name: _____

Address: _____

Contact Name & Title: _____

Email Address: _____

Phone: _____

Federal Tax ID: _____

GOAL:

	TOTAL GOAL	RAISED BY ORG.	FOUNDATION MATCH
<i>EXAMPLE:</i>	<i>\$15,000</i>	<i>\$10,000</i>	<i>\$5,000</i>
YOUR GOAL:			

Signatures:

We, the undersigned, attest to the accuracy and truthfulness of the information within this application to the Putnam County Community Foundation for our organization to be selected for a matching grant for endowment development. If selected to receive the matching funds for an endowment development campaign, our governing board and staff, if any, commit to the roles and responsibilities of the campaign put forth in this application. We acknowledge that our governing board has reviewed and approved this application in a _____ to _____ vote (i.e. 8 to 2 vote).

Signature, President/Chair of Board

Date

Print Name

Signature, Executive Director/CEO/Head Clergy (if applicable)

Date

Print Name

Submit 1 application packet electronically and 1 application packet in hard copy with signatures by 5:00 P.M. on the due date shown in the Guidelines to:

Putnam County Community Foundation
2 South Jackson Street
Greencastle, IN 46135
dgambill@pcfoundation.org

Please Note: Application questions are weighted in the evaluating process. The total percentage weight is listed in each section for your consideration. The evaluators have 5% discretionary points to award to thoughtful and innovative campaign plans. Please be aware that one or many “No” responses does not necessarily mean your organization is ineligible for an Endowment Builder Grant, but may show areas where improvement is needed. Please be prepared to provide more information that would substantiate your responses, if asked to do so.

	Yes	No
A. An organization embarking on an Endowment Builder Campaign needs a strong sense of itself as well as a positive image within the community. (10%)		
1. Does your organization have a clearly stated mission?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are programs and services of your organization mission-focused?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your organization’s goals and objectives realistic and obtainable?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have a method for showing measurable impact?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can your organization prove, quantitatively, that it is effective?	<input type="checkbox"/>	<input type="checkbox"/>
B. Financial stability of an organization is essential to endowment development. (20%)		
1. Are adequate funds available to support the operational budget?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your organization operated with a balanced budget the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization have multiple and varied funding sources?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your organization been able to reach fundraising goals the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is your organization out of debt and does it have adequate operating reserves?	<input type="checkbox"/>	<input type="checkbox"/>
C. Timing of an endowment campaign is important. (15%)		
1. Is your organization free from major/numerous leadership changes in the past year?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization have all board positions filled, per your by-laws?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your organization free from major issues that might negatively impact the campaign?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your organization fully prepared to take on the necessary expense and time of a campaign?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your organization have a qualified staff person or board member with adequate time to devote as leader to the campaign?	<input type="checkbox"/>	<input type="checkbox"/>
D. Committed and responsible board members and staff interested in learning about charitable giving and long-term sustainability are essential for an endowment campaign. (30%)		
1. Do 100% of the board members contribute financially to your organization?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do both board and staff, if any, have clearly defined roles in this campaign?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization have people involved who have experience, education or special talents that would be beneficial to the campaign?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have substantial (three fourths to all board members) support for this campaign?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will all board members make a financial contribution to your organization’s endowment?	<input type="checkbox"/>	<input type="checkbox"/>
E. Endowment Builder Campaigns require a clear well developed plan that may require some start-up costs and overhead. (20%)		
1. Does your organization have a realistic fundraising plan?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there innovative and new ideas for fund development in the plan?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the timeline for the campaign clear and realistic?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have adequate funds to support the costs of this campaign?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the plan seem sustainable after the campaign is over and has it been institutionalized?	<input type="checkbox"/>	<input type="checkbox"/>

Note: Attach a copy of your campaign plan to this application