

**PUTNAM COUNTY COMMUNITY FOUNDATION**

# ***Envision 2011***

## ***Grant Application***

Deadline: June 1, 2010 by 5:00 P.M.

### ***Envision 2011***

An Initiative of the Putnam County Community Foundation



*Enriching Life. Strengthening Community.*



Confirmed in compliance with National Standards for U.S. Community Foundations

## Background

Envision 2011 is the latest initiative of the Board of Directors of the Putnam County Community Foundation. Envision 2011 designates up to \$100,000 for a project or program in the areas of education and/or economic development. The Community Foundation seeks proposals that provide innovative solutions in a collaborative manner and that leverage financial and community resources.

Envision 2011 is the latest initiative of the Board of Directors and is dedicated to the many individuals, families and corporations who have contributed to our Community Grants Endowments. Their vision and generosity made this initiative possible. In particular we wish to recognize those who established named unrestricted endowments through the Putnam County Community Foundation: the Bohmer Family, the Art Evans Family, the Lyon Family, Mary Louise Miller, Howard Moore, and Old National Bank. For nearly twenty-five years, the Community Foundation has been a careful steward of these generous donations by making grants that address community aspirations and needs.

## Eligibility Criteria

- ❖ 501(c)(3) nonprofit organizations, churches, or units of government based in Putnam County are eligible to apply as lead organizations.
- ❖ The lead organization must complete the Organization Self Assessment included in this packet, and have adequate infrastructure to serve as the fiscal sponsor for this grant, i.e. provide financial and program tracking and reporting.
- ❖ Eligible projects/programs must impact the entire county in the area of either education or economic development.
- ❖ Eligible projects/programs may not discriminate on the basis of race, gender, sexual orientation, or religious affiliation.
- ❖ Eligible projects/programs must be a collaborative effort with at least two partners with clearly defined roles.
- ❖ Eligible projects/programs should be innovative and provide creative solutions to community issues; encouraging organizations to “think outside the box.”
- ❖ Eligible projects/programs must have a clearly defined operating plan, evaluation plan, and plan for sustainability.
- ❖ Eligible projects/programs must be new or an expansion of an already successful project or program.

## Review and Selection Process

- ❖ Proposals will be evaluated in four broad areas:
  1. The Lead Organization is capable of implementing the project/program and serving as its fiscal sponsor (20%)
  2. The project/program addresses community aspirations/needs in a creative, collaborative manner (30%)
  3. The project/program is practical, achievable, and sustainable (30%)
  4. The project/program will benefit from other funding (20%)
- ❖ Proposals will be reviewed by Community Foundation staff, the Grants Committee, and the Board of Directors of the Community Foundation.
- ❖ Applicants may receive a site visit in June or July from foundation staff and committee members as part of the proposal review process.

## Key dates

- ❖ June 1, 2010 by 5 P.M. – Proposal Submission Deadline
- ❖ June through August 2010 – Proposal evaluation
- ❖ October 2, 2010 – Announcement of Grant Award at the Community Foundation's 25<sup>th</sup> Anniversary Celebration
- ❖ January 1, 2011 – Grant period begins
- ❖ December 31, 2011 – Grant period ends

## Total Award

- ❖ Up to \$100,000 – grant distribution schedule will be negotiated based upon the project selected.



(Continue to Application)

## Application

Please submit one original and one copy of the following completed application, including the proposal narrative and attachments, by 5:00 P.M. on June 1, 2010. Please do not use binders, folders, or staples.

Submit to:

**Eric Wolfe**, Director of Community Development

Putnam County Community Foundation, 2 South Jackson Street, Greencastle, IN 46135

### **I. Lead Organization Information**

Name of Lead Organization/Agency:	
Federal EIN:	
Address:	
Contact Person:	Title:
Phone:	Email:
Organization Total Annual Budget:	Number of People Served:
Total Program/Project Budget:	Amount Requested:
Program/Project Title:	
Brief Purpose of Grant Request:	

Partner Organizations (List only five, if applicable. A complete list will be given later in the application):

1.
2.
3.
4.
5.

*I hereby certify that the information contained in this application and all supporting documents is true and accurate to the best of my knowledge.*

Signature of President of the Board: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Executive Director/CEO (if applicable): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## II. Proposal Narrative (Ten Pages Maximum)

Please answer the following:

### **Section One: The lead organization is capable of implementing the project/program and serving as its fiscal sponsor (20%)**

1. Provide a brief description of the history, mission, and goals of the lead organization.
2. Describe your qualifications to serve as the lead organization and fiscal sponsor for the proposed program/project? Please address staffing, volunteers, financial, and programmatic factors.
3. What has your organization achieved in the past three years that is most similar to the project for which you seek our support?
4. Describe how your organization is uniquely positioned to successfully implement this project in Putnam County.

### **Section Two: The project addresses community aspirations/needs in a creative, collaborative manner (30%)**

1. Describe the specific community need or aspiration you seek to address with this grant request.
2. Describe the program/project. What makes this project innovative?
3. Describe the geographic area and population that will benefit from the project. How will the geographic area and population benefit from the project?
4. Identify project/program partners and the roles and responsibilities of each partner.

### **Section Three: The project/program is practical, achievable, and sustainable (30%)**

1. What outcomes/results do you anticipate achieving? How will you measure and report your results?
2. How will the program/project be sustained/maintained after the grant period?

### **Section Four: Other funding (cash donations, in-kind donations, grants, etc.) will be obtained for the project (20%)**

1. Describe the sources of funding you anticipate receiving for this project. Include specific names of sources and amounts pledged or secured.
2. Describe the in-kind donations you anticipate receiving for this project.

### III. Required Attachments

(Please clearly label each attachment with their corresponding number below)

1. Project implementation action steps, timeline and responsible designee/partner.
2. Project budget with sources of revenue and expenses.
3. Current organization operating budget with revenues and expenses.
4. Copy of most recent financial statements provided to board of directors.
5. Most recent audited financial statements (or Form 990 if audit is not available).
6. Copy of your most recent annual report.
7. Copy of your 501(c)(3) determination letter, if not a church or unit of government.
8. List of board of directors, including professional affiliations, addresses, email addresses and phone numbers.
9. Letters of support from all project partners detailing their role.

#### IV. Lead Organization Self-Assessment

The following questions should be answered by the lead organization applying for this grant. Please complete the following assessment by marking the appropriate boxes. You may provide an explanation of your responses, if you feel it is necessary, in the space below or in additional pages.

Yes    No    N/A

##### A. An organization embarking on a major project needs a strong sense of itself as well as a positive image within the community.

1. Does your organization have a clearly stated mission statement?
2. Are programs and services of your organization mission-focused?
3. Are your organization's goals and objectives in writing, approved by the board, realistic and obtainable?
4. Does your organization have a method for measuring the results of its activities?
5. Can your organization demonstrate that it has adequate community support?

##### B. Financial stability of an organization is essential to implementing and managing a significant grant.

1. Are adequate funds available to support the operational budget?
2. Does your organization have adequate funds to support the start up costs of carrying out this grant project?
3. Has your organization operated with a balanced budget the past three years?
4. Does your organization have multiple and varied funding sources?
5. Has your organization been able to reach fundraising goals for the last three years?
6. Is your organization free of debt?
7. Does your organization have 6 months or more of operating reserves?
8. Does your organization have a policy detailing its internal financial controls?
9. Does your organization have an external audit or review annually?

##### C. Timing of a major grant project is important.

1. Is your organization free from major/numerous leadership changes in the past year?
2. Does your organization have all board positions filled, per your by-laws?

