



THE PUTNAM COUNTY COMMUNITY FOUNDATION

COMMUNITY GRANTS PROGRAM

PROGRAM OVERVIEW

MISSION STATEMENT: *The Putnam County Community Foundation partners with those who give to enrich life and strengthen community for this and future generations.*

The grant making programs and policies of the Putnam County Community Foundation, Inc., are reviewed at least annually for relevance and excellence. The Board of Directors of the Putnam County Community Foundation has developed the following guidelines for the submission and evaluation of grant proposals. Requests for exceptions to the guidelines submitted in writing will be reviewed and considered by the Board of Directors.

NOTIFICATION OF FUNDING AVAILABILITY:

Notice of funding availability and application instructions will be made public through local newspapers and other available means. Interested persons may contact the Community Foundation office at any time and request that a Preliminary Grant Application Form be mailed to them for the next granting cycle, or an application may be downloaded at www.pcfoundation.org. The Community Foundation may issue up to two (2) requests for proposals each year.

PRELIMINARY GRANT APPLICATION:

The Community Foundation receives many excellent proposals and regrets that funding limitations restrict the number of proposals it is able to support. To be considered for funding, organizations must first submit a Preliminary Grant Application by the date identified on page 3. This simple, one-page form allows the Community Foundation to learn about charitable projects in the community and evaluate potential grantees with minimal expense and trouble on the part of the applicants. Based upon eligibility requirements, granting priorities, and funding available, some organizations will be invited in writing to submit a full grant application. Applicants not invited will also be informed in writing.

GRANT APPLICATION SUBMISSION:

Complete preliminary applications are due to the Community Foundation office by the date identified on page 3. Application proposals arriving later will be considered in the next grant cycle, regardless of postmarked date. A complete application consists of the signed, original application with supporting materials, if applicable. The application must not be stapled or bound. Faxed and electronic applications will be accepted, but only if the applicant provides an original application on or before the application due date. You can download this application from our website (www.pcfoundation.org) in PDF format. If you prefer, we would also be happy to send you these materials in a PDF file via email.

Please submit the completed Preliminary Grant Application with Grantee Checklist to the Community Foundation office at the address below. If you have questions, please do not hesitate to contact us.

PUTNAM COUNTY COMMUNITY FOUNDATION
2 South Jackson Street
Greencastle, Indiana 46135
Phone: 765.653.4978
Fax: 765.653.6385

GRANT APPLICATION SCREENING:

Each grant application will be screened by Community Foundation staff. Incomplete applications will not be reviewed by the committee and the organization will be notified in writing. Late applications will be considered in the following grant cycle.

GRANT DECISIONS:

Each complete preliminary grant application will be reviewed and researched by the Grants Committee and Community Foundation staff. If an applicant is selected to move forward in the selection process, then a more thorough grant application must be submitted. If possible, each grant applicant will receive an on-site visit from a member of the Grants Committee. If an on-site visit is not possible, the applicant will have the opportunity to meet with members of the Committee to explain the benefits of the proposal and to answer questions. The Board of Directors relies upon the work of the Grants Committee and staff to inform its decisions.

FUNDING PRIORITIES:

The Board of the Community Foundation will give funding priority to groups and organizations wishing to serve Putnam County citizens in the areas of:

- Increasing literacy and educational attainment
- Senior Citizen issues
- Combating obesity and promoting fitness
- Increasing economic development
- Increasing access to transportation
- Increasing capacity of local non-profit agencies

For the time being, the Community Foundation is giving greater weight in the grant selection process to applications addressing urgent human relief, which includes food, shelter, medical expenses, utility subsidies, job training, etc. that serve urgent human needs in Putnam County. Applications addressing these needs will be considered throughout the year, do not have a deadline, and will have a shorter response time. Please contact our office to determine eligibility.

Funding from field of interest funds also exists in the areas of education, the hungry and homeless, and the terminally ill and their families. The application process and forms for these funds is the same as outlined in this application. Please contact our office to determine eligibility.

GRANT PROHIBITIONS:

In general, grants from the Community Grants Program will not be awarded for the following:

- Individuals
- Ongoing operational expenses, i.e. salaries, rent, and utilities

- Projects that do not serve Putnam County citizens
- Projects normally fully funded by units of government
- Religious activities or programs that appear to serve one denomination and not the community at large.
- Political organizations or campaigns
- National and state-wide fund raising projects
- Projects that could be considered discriminatory
- Projects operated by for-profit companies
- Projects to build or fund an endowment outside the Putnam County Community Foundation
- Projects requesting retroactive funding

IMPORTANT DATES:

Based upon funding availability and granting priorities, the Community Foundation may engage in up to two (2) grant award cycles each year. **Please note: If dates identified below fall on a holiday or a weekend, the next business day is the due date.**

FIRST GRANT CYCLE (IF APPLICABLE)

Feb 1	Preliminary application due by 5:00 PM
Feb 15	Selected applicants invited to submit full application
Mar 1	Full application due by 5:00 PM
May 1	Applicants notified of funding decisions
May 15	Executed grant agreements due to Foundation office by 5:00 PM
Jun 1	Grant disbursements
Jan 15	First grant progress report due to Foundation office by 5:00 PM

SECOND GRANT CYCLE (IF APPLICABLE)

Aug 1	Preliminary application due by 5:00 PM
Aug 15	Selected applicants invited to submit full application
Sep 1	Full application due by 5:00 PM
Nov 1	Applicants notified of funding decisions
Nov 15	Executed grant agreements due to Foundation office by 5:00 PM
Dec 1	Grant disbursements
July 15	First grant progress report due to Foundation office by 5:00 PM

Please note that applications will be accepted on a rolling basis.

REPORTING REQUIREMENTS:

A final report is due at the time of project completion. Unless other arrangements are made, it is expected that projects will be completed within one year of the grant award. **After a full six months**, progress reports are due in the Community Foundation office on or before January 15 and July 15 for the previous granting period until the project is completed. Reports are expected to be filed without reminder and an organization is not eligible to receive funding if reports on previous grants are outstanding or incomplete.



**THE PUTNAM COUNTY COMMUNITY FOUNDATION
PRELIMINARY GRANT APPLICATION FORM**

Legal Name of Organization: _____

Address: _____

City, State, Zip: _____

Website address: _____

Name of proposal contact: _____ Telephone: _____

Title of contact: _____ E-mail address: _____

LEGAL STATUS OF ORGANIZATION:

- 501 (c) 3 in good standing with the IRS FID _____
- 501 (c) 3 affiliate, identify _____
- Other, identify _____

BRIEF ONE PARAGRAPH SUMMARY OF REQUEST:

TOTAL AMOUNT REQUESTED FROM THE FOUNDATION: \$ _____

TOTAL COST OF THE PROJECT / PROGRAM: \$ _____

Signature of Board President, Principal, or Executive Director: _____

Printed name: _____ Title: _____

GRANTEE SELF-ASSESSMENT CHECKLIST:

This checklist is used by the Community Foundation to learn more about your organization and determine the likelihood of success as a grantee. No particular response is a requirement to receive a grant. Please feel free to comment on your response below.

	Yes	No
1. Does your organization have a clearly stated mission?		
2. Are programs and services of your organization mission-focused?		
3. Are your organization's goals and objectives realistic and obtainable?		
4. Does your organization have a method for showing measurable impact?		
5. Can your organization prove, quantitatively, that it is effective?		
6. Are adequate funds available to support the operational budget?		
7. Has your organization operated with a balanced budget the past three years?		
8. Does your organization have multiple and varied funding sources?		
9. Has your organization been able to reach fundraising goals for the last three years? If a government agency, are tax revenue payments up to date?		
10. Is your organization out of debt and does it have at least six months of operating reserves?		
11. Is your organization free from major/numerous leadership changes in the past year?		
12. Does your organization have all governing board positions filled, per your by-laws or ordinance?		
13. Is your organization fully prepared to take on the necessary start-up expense and time of this grant project?		
14. Does your organization have a qualified staff person or board member with adequate time to devote as leader to this grant project?		
15. Do 100% of the board members donate financially to your organization?		
16. Do both board and staff, if any, have clearly defined roles in this grant project?		
17. Does your organization have people involved who have experience, education or special talents that would be beneficial to this grant project?		
18. Does your organization have substantial (75%-100% of all board members) support for this grant project?		
19. Does your organization have a fundraising/development plan?		
20. Is the timeline for the grant project clear and realistic?		
21. Is this grant project sustainable after the grant funding is gone?		
22. Have board members or staff from your organization attended a Non-Profit Learning Series workshop in the last year?		
23. Does your organization have an endowment?		
24. How many grants has your organization received from the Community Foundation in the last five years?		_____

Comments: