



THE PUTNAM COUNTY COMMUNITY FOUNDATION ENDOWMENT BUILDER PROGRAM

OVERVIEW & GUIDELINES

INTRODUCTION

Established by the Community Foundation in 2006, the Endowment Builder Program is a matching grant initiative designed to promote nonprofit organization independence, capacity and sustainability through establishing or building endowments at the Putnam County Community Foundation. Eligible organizations apply for and receive matching grants on a competitive basis. This program is made possible by donors who have contributed to unrestricted endowments. We are grateful for the support from these generous and visionary people who have made this initiative possible. See www.pcfoundation.org for a list of unrestricted endowments administered by the Putnam County Community Foundation.

ABOUT ENDOWMENTS

An endowment provides a stable source of annual revenue forming an important component within an organization's diverse funding stream. Donations 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. Historically at the Putnam County Community Foundation, in twenty years, an endowment will have distributed more than was originally contributed and have nearly doubled in size.

Distributions from an endowment may be utilized for all aspects of a charitable organization's operations, including administrative overhead, rent, utilities, salaries, capital campaigns, special projects, emergency needs such as funding shortfalls, and new opportunities that may 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 a multitude of services including the Nonprofit Learning Series workshops, gift-acknowledgement, accounting services, IRS reporting for the endowment, acceptance and administration of planned gifts, help in developing marketing plans for the endowment, and superior investment services.

PROGRAM GUIDELINES

Eligible organizations: Eligible beneficiaries of Endowment Builder matching grants are limited to 501 (c) (3) public charities, churches, and units of government serving Putnam County. Donor-advised, field of interest, unrestricted, scholarship, and fiscal sponsorship endowments are not eligible for Endowment Builder matching grants. The eligible organization must have or plan to start an endowment at the Putnam County Community Foundation.

Source of donations and match amounts. Donations received will be matched \$1 for every \$2 donated.

Minimum match amounts: There is no minimum match amount for existing endowments of \$12,000 or more.

Endowment Builder applicants seeking to start a new endowment must plan to raise a minimum of \$8,000 during the Endowment Builder matching period. With the Community Foundation match amount of \$4,000, the endowment will reach the \$12,000 endowment fund minimum.

Maximum match amounts: There is no limit to the maximum amount of Endowment Builder matching grant dollars a nonprofit may receive either per award or over the nonprofit's lifetime.

There is no limit to the number of times a nonprofit may apply for and receive an Endowment Builder grant. Organizations are limited to one active Endowment Builder matching grant at a time, which will limit the frequency of applications to one per year per organization.

Participating organizations are required to sign a participation agreement (contract) and a fund agreement, if the endowment is new.

Participating organizations have one year from the Match Gifts Date selected in which to complete their development goals.

Development support will be available to all participating agencies in the form of training sessions and consultation.

All donations are accepted per The Putnam County Community Foundation's 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. In-kind gifts will not be matched. Please contact the Community Foundation if you have questions regarding eligible gifts.

Reports of donor names and addresses will be provided to program participants monthly.

Amounts of individual donor gifts will not be provided to the organization unless the donor has provided specific permission in writing.

Endowment Builder Grants will be considered complete and matching dollars will be transferred to the organization's endowment at the end of the month in which both of the following conditions have been met:

The organization has earned three (3) Learning Series credits. Organizations earn one (1) credit by having a representative of the organization (staff or board member) attend a full Nonprofit Learning Series workshop and by obtaining a sign off from a staff member of the Foundation at the end of the session. The points can be earned by having multiple representatives attend a single workshop, or by having a single representative attend multiple workshops. The Community Foundation will cover the costs of up to six (6) workshops per organization during the matching period.

The organization has either reached its fundraising goal, or the match period has ended.

If the participating organization exceeds its goal, matches will be made to the goal only. However, all gifts over goal received by the Putnam County Community Foundation will be deposited into the endowment fund.

If an organization does not achieve its fundraising goal by the end of the matching period, donations received will be matched, and the unused match monies will be forfeited by the organization, and remain in the unrestricted endowment for future discretionary grant making.

Organizations that have not been successful meeting their fundraising goals in prior Endowment Builder matching programs will be eligible to apply again, but will be required to meet with Community Foundation staff to review the organization's fundraising plan prior to submitting application.

Organizations that have applied for Endowment Builder matching funds, but were not chosen to participate are encouraged to reapply in the future.

SELECTION PROCESS

The Community Foundation Board of Directors relies on the work of the Grants Committee and staff to inform its decisions. The Grants Committee, made up of Putnam County Community Foundation board members and community volunteers, will use the following criteria when 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**Spring Grant Cycle**

Feb 1	Complete application due in the Community Foundation office by 5:00 p.m.
May 1	Applicants notified of decisions and provided agreements for signature.
May 15	Executed agreements due in the Community Foundation office by 5:00 p.m.
Jun	Organizations attend the Spring Grant Award Breakfast (<i>first Friday in June</i>).
Jul 1-Jun 30	Match period for Spring-start organizations.

Fall Grant Cycle

Aug 1	Complete application due in the Community Foundation office by 5:00 p.m.
Nov 1	Applicants notified of decisions and provided agreements for signature.
Nov 15	Executed agreements due in the Community Foundation office by 5:00 p.m.
Dec	Organizations attend the Fall Grant Award Breakfast (<i>first Friday in December</i>).
Jan 1-Dec 31	Match period for Fall-start organizations.

TO APPLY FOR AN ENDOWMENT BUILDER MATCHING GRANT

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

1. Read the overview and guidelines thoroughly.
2. Access the Endowment Builder application in PDF on the Community Foundation website at http://www.pcfoundation.org/grant_forms.html. Please contact the Community Foundation office if you would like these materials sent via email in a Microsoft Word document.
3. Develop a fundraising plan, demonstrating the ability to achieve goals in a 12-month period of time.
4. Submit a complete application packet in hard copy with signatures by 5:00 PM on the due date shown in the Guidelines.

APPLICATION CHECKLIST

- Endowment Builder Application Cover Sheet and required signatures
- Self-Assessment Survey
- Endowment Development Fundraising Plan

QUESTIONS

Feel free to contact Dean Gambill at the Community Foundation office: 765-653-4978 or dgambill@pcfoundation.org

Organization Self-Assessment Survey

Please Note: This Self-Assessment Survey is a required part of the Endowment Builder application. Please complete the survey honestly; 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.		
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 in writing and approved by the Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have a method for measuring the results of its activities?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can your organization demonstrate that it has adequate community support?	<input type="checkbox"/>	<input type="checkbox"/>
B. Financial stability of an organization is essential to endowment development.		
5. Are adequate funds available to support the operational budget?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has your organization operated with a balanced budget the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your organization have multiple and varied funding sources?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your organization been able to reach fundraising goals the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is your organization free of debt?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your organization have operating reserves?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does your organization have a written policy for internal financial controls?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does your organization have a whistleblower policy?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does your organization have an external audit or review annually?	<input type="checkbox"/>	<input type="checkbox"/>
C. Timing of an endowment campaign is important.		
14. Is your organization free from major/numerous leadership changes in the past year?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does your organization have all board positions filled, per your by-laws?	<input type="checkbox"/>	<input type="checkbox"/>
16. Did your organization have a quorum at all regularly scheduled board meetings during the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is your organization free from major issues that might negatively impact the campaign?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is your organization fully prepared to take on the necessary expense and time of a campaign?	<input type="checkbox"/>	<input type="checkbox"/>
19. Does your organization have a qualified staff person or board member with adequate time, experience, education and special talents to devote as a point person for 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.		
20. Do 100% of the board members contribute financially to your organization (does not apply to government agencies)?	<input type="checkbox"/>	<input type="checkbox"/>
21. Do both board and staff, if any, have clearly defined roles in this campaign?	<input type="checkbox"/>	<input type="checkbox"/>
22. Does your organization have substantial (three fourths or more) board member support for this campaign?	<input type="checkbox"/>	<input type="checkbox"/>
23. Do board members and staff annually review and commit to the organization’s conflict of interest policy?	<input type="checkbox"/>	<input type="checkbox"/>
24. Does your organization prohibit board members from receiving compensation from the organization (does not apply to government agencies)?	<input type="checkbox"/>	<input type="checkbox"/>
25. Will all board members make a financial contribution to your organization’s endowment?	<input type="checkbox"/>	<input type="checkbox"/>
26. Has the Board of Directors ensured that all necessary legal filings have been submitted for the organization (i.e. Indiana Business Entity Report, 990 tax return, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
27. Have board members or staff attended a Nonprofit Learning Series workshop in the past year? If so, what was the topic?	<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.

- 28. Does your organization have a realistic fundraising plan?
- 29. Are there innovative and new ideas for fund development in the plan?
- 30. Is the timeline for the campaign clear and realistic?
- 31. Does your organization have adequate funds to support the costs of this campaign?
- 32. Does the plan seem sustainable after the campaign is over and has it been institutionalized?

o **Please attach an Endowment Development Fundraising Plan**

This plan should give adequate detail regarding how your organization plans to raise the funds for your endowment.