



Enriching Life. Strengthening Community.

THE PUTNAM COUNTY COMMUNITY FOUNDATION COMMUNITY GRANTS PROGRAM

PRELIMINARY GRANT APPLICATION & PROGRAM OVERVIEW

MISSION STATEMENT: *The Putnam County Community Foundation partners with those who give to enrich the quality of 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. Any requests for exceptions to the guidelines should be submitted in writing and will be reviewed and considered by the Board of Directors.

VISION STATEMENT:

The Putnam County Community Foundation Grants Committee is committed to enriching and strengthening the social, civic, cultural, economic and physical environment of Putnam County by accepting applications and awarding grants which distribute available resources for the highest and best use, increase the capacity and success of the Foundation's nonprofit community partners and increase awareness of the Putnam County Community Foundation. Open consideration is given to all applications. Using a fact finding supported process the Committee strives to make grants which help achieve community goals, which are within defined priority areas, which create a positive impact, which are distributed throughout Putnam County and which complement/do not duplicate other community programs and services.

The Grants Committee seeks to increase the capacity and impact of our county's non-profit organizations through assisting them in becoming self-sustaining organizations and helping them to accomplish projects they could not do alone---without promoting dependency on the Foundation for ongoing funding.

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 to request that a Preliminary Grant Application Form be mailed or emailed to them for the next granting cycle; an application may also be downloaded at www.pcfoundation.org. The Community Foundation generally engages in two (2) grant request cycles 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 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 applicants. Based upon eligibility requirements, granting priorities, and funding available, some organizations will receive a written invitation to submit a full grant application. Applicants not invited will also be informed in writing.

PRELIMINARY GRANT APPLICATION SUBMISSION:

Preliminary applications may be submitted at any time but must be submitted to the Community Foundation office by the date identified on page 3. Applications arriving after the dates identified on page 3 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; however, a signed original application must be received by the Foundation on or before the application due date. Application forms may be downloaded from the Community Foundation website (www.pcfoundation.org) or will be emailed upon request.

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 process, then a more thorough grant application (Full Application) will be requested. Following submission of a Full Application, 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 speak with a member 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.

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 operated by for-profit companies
- Projects to build or fund an endowment outside the Putnam County Community Foundation
- Projects requesting retroactive funding
- Capital projects on privately-owned property

Please note: The Community Foundation appreciates grant applications from organizations that have not received a grant from the Community Foundation in the last three years.

PRIORITY EVALUATION AREAS:

The Committee looks for certain information in the application. Applications which address the following priority evaluation areas are more favorably reviewed:

- Innovative, aspirational approaches for significant community advancement
- Collaborative efforts with other organizations
- Significant community impact and positive outcomes
- Leadership enhancement and capacity/sustainability building of Putnam County nonprofit organizations

IMPORTANT DATES:

Based upon funding availability and granting priorities, the Community Foundation generally engages in 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.**

GRANT CYCLES

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

Please note that applications will be accepted at any time but will only be considered in the time frame shown above.

If you have any questions or concerns please contact:

Dean Gambill, Director of Community Development

dgambill@pcfoundation.org

765-653-4978



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:

- 501 (c) 3 in Good Standing with the IRS
- 501 (c) 3 Affiliate, identify _____
- FID# _____
- Other, identify _____

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PROJECT DESCRIPTION

1. COLLABORATIVE (0-5 Points)

In the space provided, briefly describe how you are working with other organizations or outside individuals to complete this project.(ie. Partners/Supporters)

2. IMPACT ASSESSMENT (0-5 Points)

Geographic Region Impacted: (please mark all that apply)

- Cloverdale
- Greencastle
- South Putnam
- North Putnam
- Putnam County
- Other _____

Goal of Project and Expected IMPACT this Project is Designed to Have:

Please Describe (include your measurable goals):

of Persons Served _____

of Persons Involved in Completing Project _____

3. DIVERSE FUNDING SOURCES (0-5 Points)

Total Cost of Project \$ _____

Total Amount Requested from the Foundation \$ _____

Do 100% of Board Members contribute financially to your organization? YES / NO

In-kind Gifts or Other Funding Available \$ _____

Please Describe:

4. INNOVATIVE (0-5 Points)

Please describe any innovative approaches for significant community advancement involved in this project.

Please complete 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
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5. Sustainability (0-5 Points)-Financial stability of an organization is essential to implementing and managing a grant and providing a sustainable impact.

Are adequate funds available to support the operational budget?			
Has your organization operated with a balanced budget the past three years?			
Does your organization have multiple and varied funding sources?			
Does your organization have a method for measuring the results of its activities?			
Does your organization have a written policy for internal financial controls?			
Does your organization prohibit board members from receiving compensation from the organization?			
Do board members annually review and commit to the organization's conflict of interest policy?			

WRAP UP

-Please provide any further comments or explanation of answers above.

-Explain how this project will make the difference in the community it purports to aid or how it will resolve the issue it addresses.

-Also, please comment on how your organization(s) plan to publicize your project and any funding that you may receive from the Foundation.

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

Printed name: _____ Title: _____

FOR INTERNAL USE ONLY:

7. Funding Areas:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> Education | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Health | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Capacity Building | <input type="checkbox"/> Human Services | |
| <input type="checkbox"/> Civic | <input type="checkbox"/> Recreation and Community | |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Senior Citizens | |

Community Grants received in the last 3 years: _____

Endowment Builder Grants received in the last 3 years: _____