

PUTNAM COUNTY COMMUNITY FOUNDATION

2025 Community Impact Grant Guidelines



MISSION STATEMENT

The Putnam County Community Foundation (PCCF) partners with those who give to enrich the quality of life and strengthen community for this and future generations.

PROGRAM OVERVIEW

The PCCF Board of Directors guides the organization's grantmaking priorities and strategies to ensure grant funds can leverage the greatest good. Their guidance informs the work of the Grants Committee which oversees the Community Impact Grants program, a competitive funding program which seeks to meet community needs through broad, flexible grantmaking. Grants awarded through the Community Impact Grants program are funded by PCCF's Community Impact funds, unrestricted endowments, designed for the general benefit of the community. The Committee reviews grant applications from eligible organizations on an annual basis and recommends grant awards to the Board of Directors for approval.

AREAS OF INTEREST

Requests for Community Impact Grants must relate to at least one of the following areas of interest:

Animal Welfare	Education	Nonprofit Capacity Building
Arts and Culture	Environment	Recreation
Civic and Community	Health and Human Services	Youth Leadership
Economic Development		

ELIGIBILITY

Letters of Intent (LOI) for grant requests of \$5,000 or more will be accepted on our website from nonprofit organizations serving Putnam County. These organizations must be a tax-exempt organization in good standing whose purposes are described in Section 501(c)3 of the Internal Revenue Code. LOIs will also be accepted from governmental entities including public schools for charitable purposes. Organizations which have received grant funding within the past year, must be in good standing with all PCCF reporting requirements to be eligible to submit a new request. Applicants are encouraged to reach out to PCCF staff prior to or during the LOI Period to ask questions or seek guidance if needed.

Each LOI will be reviewed by PCCF staff, and additional information may be requested during this period. After review, qualified applicants will be directed to apply on the PCCF website.

In 2023, PCCF committed to leading a unique Community Needs Assessment which provided insight into how the public views existing resources and what they consider to be the most significant needs of communities across Putnam County. The results of the Community Needs Assessment are being used to guide and inform PCCF's grantmaking moving forward. Grant requests in the following identified areas of need will be priority funding areas:

Substance Use and Recovery	Housing Solutions	Food Insecurity
Mental Health	Quality Healthcare	Early Care and Education
Educational and Career Advancement	Opportunities for Youth	

Proposed projects outside of these focus areas are still welcome to apply.

GRANT GUIDELINES

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

- Individuals
- Projects that do not serve Putnam County citizens
- Projects normally fully funded by units of government
- Religious activities or programs that appear to not serve the community at-large
- Political organizations or campaigns
- National and state-wide fundraising projects
- Projects operated by for-profit companies
- Retroactive funding of program or project
- Projects to build or fund an endowment outside PCCF

Historically, PCCF has not placed requests for operational expenses as high priority. Factors the committee may take into consideration:

- Is the request for the support of a program key to the nonprofit's mission?
- Does the nonprofit have a successful track record to success and impact?
- Is the nonprofit demonstrating smart planning and accountability?

A strong proposal will have several or all the following characteristics:

- Reach a broad segment of the community.
- Demonstrate other fundraising efforts to support the program or project and identify sustainable long-term funding sources if applicable.
- Improve the ability of organizations to serve the community over the long term.
- Present an innovative and practical approach to solve a community problem or project.
- Demonstrate a thoughtfully created project plan and identify evaluation efforts to measure the project's impact and success.
- Promote collaboration across organizations and/or sectors to increase impact and effectiveness.

GRANT DECISIONS

Each complete grant application will be reviewed and researched by the Grants Committee and PCCF staff. Each grant applicant may receive an on-site visit from a member(s) of the Grants Committee or may have the opportunity to speak with the Committee to explain the benefits of the proposal and to answer questions.

2025 GRANT DATES

LOI Period	Application Period	Committee and Board Review	Notification of Award
January 13 – February 28	March 17 – April 25	May	June

GRANT DISBURSEMENTS AND EVALUATIONS

Organizations selected to receive grant funding will receive funding within 90 days of the end of the application period and will be required to:

- Submit a signed grant agreement to accept the conditions of the grant before the funds are issued.
- Spend the grant dollars within 12 months of the award date.
- Submit a grant evaluation report at the due date or at project completion, whichever comes first.
- Work alongside PCCF to share stories and photos that demonstrate the grant's impact.
- Attend an annual Grants Reception each fall to highlight grantees for that year.