

PUTNAM COUNTY COMMUNITY FOUNDATION

2025 Small Grants Program 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 Small Grant Program, a funding program which seeks to meet one-time expense needs within our community. Grants awarded through the Small Grants Program are funded by PCCF's unrestricted funds, endowments designed for the general benefit of the community. A committee reviews grant applications from eligible organizations on a rolling basis each calendar year. Applications are accepted and evaluated on a first-come, first-served basis until designated funds available for the calendar year are gone.

AREAS OF INTEREST

Requests for Small 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

Grant applications for requests less than \$5,000 will be accepted from nonprofit organizations in 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. Grant applications will also be accepted from governmental entities including public schools for charitable purposes.

Small grants will not sustain operating or programming costs from year-to-year. Small grants requests to cover a portion of a new, ongoing expense must explain the plan for future sustainability. Organizations may be awarded one small grant per calendar year. Organizations which have received prior small grants must have completed all reporting requirements to be eligible to submit a new request. Requests for emergencies or immediate needs will be given priority.

In general, grants from the Small 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 fund-raising projects
- Projects operated by for-profit companies
- Retroactive funding of program or project
- Projects to build or fund an endowment outside the PCCF

GRANT DECISIONS

Each complete grant application will be reviewed and researched by the Grants Committee Chair, the Board President and PCCF staff. A member of this committee may conduct an on-site visit prior to making a decision if necessary.

GRANT DISBURSEMENTS AND EVALUATIONS

Organizations selected to receive grant funding will receive notification within 30 days of the completed application and will be required to complete the following:

- Submit a signed grant agreement that acknowledges they 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 take photos and write impact stories to publish.
- Attend an annual Grants Reception each fall to highlight grantees for that year.