

PUTNAM COUNTY COMMUNITY FOUNDATION

2025 Grant Writing Assistance 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 priorities and strategies to ensure local nonprofits have the support they need. Their guidance informs the work of the Grant Writing Assistance Program, a funding program which assists organizations in applying for grants outside of PCCF.

PCCF has partnered with Littleberry Press, an organization providing resources and solutions in the areas of grant funding, prospect research and grant proposal writing for K-12 schools and nonprofit organizations.

Approved requests will work directly with Littleberry Press. The PCCF team reviews requests from eligible organizations on a rolling basis each calendar year. Requests are accepted and evaluated on a first-come, first-served basis until designated funds available for the calendar year are gone.

ELIGIBILITY

Grant Writing Assistance requests 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 Writing Assistance requests will also be accepted from governmental entities including public schools for charitable purposes.

Organizations may be approved for grant writing assistance with one grant per calendar year. Organizations which have received prior grant writing assistance must have completed all reporting requirements to be eligible to submit a new request.

In general, requests from the Grant Writing Assistance 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

ASSISTANCE DECISIONS and NEXT STEPS

The PCCF team will review and present each request to Littleberry Press for a feasibility assessment. The PCCF team will notify the organization whether the request for assistance has been approved or denied. If approved, the organization will work directly with Littleberry Press to prepare and submit their grant proposal. The organization is required to complete the Grant Readiness Checklist before they contact Littleberry Press to begin work on the grant.

ASSISTANCE EVALUATIONS

Organizations selected to receive grant writing assistance will receive notification within 30 days of the completed request and will be required to complete the following:

- Notify PCCF as to whether they did or did not receive the grant.
- Submit an evaluation report to PCCF at the due date or at project completion, whichever comes first.