

# PUTNAM COUNTY COMMUNITY FOUNDATION

## 2026 Youth 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 Youth Grants Program is administered by PCCF's Youth Philanthropy (YP) Committee with funding provided by the Putnam County Youth Philanthropy. The program provides grants to youth-led projects and charitable organizations for youth-serving projects which benefit Putnam County. The Board of Directors may provide additional guidance on areas of need following PCCF's Community Needs Assessments. Throughout the year, the committee will be able to make proactive grants, as the need arises and as approved by the Board. All standard grantmaking policies of PCCF apply to the YP Committee.

### AREAS OF INTEREST

Requests for Youth Grants must be to either youth-led or youth-serving projects or organizations. This encompasses all areas of need relating to the youth of Putnam County with special attention paid to youth-led projects.

### ELIGIBILITY

Grant applications for requests with a maximum dollar amount of \$750 will be accepted for youth-led projects and charitable organizations for youth-serving projects which benefit Putnam County. All projects must have a tax-exempt fiscal sponsor 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.

Youth Grants will not sustain operating or programming costs from year-to-year, thus should not be considered when budgeting on a yearly basis. Youth Grants requests to cover a portion of a new, ongoing expense must explain the plan for future sustainability. Grantees may be awarded one youth grant per calendar year. Grantees which have received prior Youth Grants must have completed all reporting requirements to be eligible to submit a new request.

In general, grants from the Youth 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 first by the PCCF staff to determine eligibility. Then, the application will go to the YP Committee for scoring and discussion. An interview will be scheduled with the potential grantee to present to the YP Committee. The YP Committee will make a recommendation to the Board of Directors, who will make the final decision to approve or deny an application.

## **GRANT DISBURSEMENTS AND EVALUATIONS**

Grantees selected to receive Youth Grants funding will receive notification within 1-2 months of the completed application and will be required to:

- 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 6 months after the project has started as well as the due date or at project completion, whichever comes first.
- Work alongside PCCF to take photos and write impact stories to publish.