



Community Foundation of Morgan County, Inc.

2016-2017 Grant Guidelines

The CFMC aims to enhance the quality of life for current and future Morgan County residents. Through competitive grants, we strive to partner with strong community organizations and help leverage resources to create lasting impact. The foundation aims to support creative approaches to community needs by providing grants which will benefit a wide range of people.

With important changes in our funding process this year, interested organizations are **REQUIRED** to send a representative to one of our Grant Seminars in order to apply in the Fall 2016 Impact Grant Cycle.

Monday, August 15th:

- **5-6pm: Mooresville Public Library, 220 W. Harrison St.**
- **7-8pm: Martinsville CFMC Office, 56 N. Main St.**

Applications for the 2016-2017 CFMC Grant cycle are due **Thursday, September 15th**.

Funding Types

- **Impact Grant Funding:** *These grants are typically more than \$10,000. The CFMC intends to grant nearly \$100,000 in these categories this year.*
 - **Program Grants** provide funding for innovative projects and initiatives that bring transformative solutions to our community's most pressing needs.
 - **Matching Grants** capitalize on existing resources to multiply impact. Collaborating organizations are eligible for up to a \$2-to-\$1 match of the total sum they provide. We encourage two or more organizations to collaborate on programs and minimize duplication of services. For example, if three organizations partner and raise a total of \$10,000, the group is eligible for a matching grant of up to \$20,000. Matching grants require proof of funds being raised before the grant is disbursed.
- **Capacity Grant Funding:** *These grants are typically less than \$2,000. Approximately \$30,000 has been set aside for capacity grants this year.*
 - **Capacity Grants** help organizations become more efficient and effective. These grants help you do the work you are already doing. This includes materials, equipment, technology, transportation expenses, training costs, and expenditures that provide for growing needs. Note that this is not just general operating support; these are specific one-time grants. Applications are due by the 15th day of each month. If awarded, grantees can expect checks to be mailed by the 15th day of the following month. Applicants who do not receive funding will also be notified within 30 days. The inaugural review of capacity grant applications will begin September 15th, 2016 and continue on a rolling basis.

Timeline

The funding period for this grant cycle is November 1, 2016 to July 15, 2017.

- July 15, 2016 (Friday):
 - Final Reports Due for 2015-2016 Grantees by 4pm EST
 - 2016-2017 Grant Application online portal opens at 4pm EST
- August 15 (Monday): **REQUIRED** Grant Seminar
 - 5-6pm: Mooresville Public Library, 220 W. Harrison St.
 - 7-8pm: Martinsville CFMC Office, 56 N. Main St.
- September 1 (Thursday): Priority Deadline to receive application feedback
- **September 15 (Thursday): Grant Applications due by 4pm via the online portal**
- October 15 (Thursday): Grant Recipients Announced
- November 3 (Thursday): Philanthropy Awards Dinner
- July 15, 2017 (Saturday): Final Reports Due by 4pm via the online portal

Eligibility

What We Fund

- Non-profit organizations impacting Morgan County: We do approve grant applications from organizations whose headquarters are located outside the county if a significant number of persons who will be served reside in Morgan County. Only 501(c)(3) non-profit organizations and organizations that are exempt from filing for a 501(c)(3) status (units of government, school corporations, and religious organizations) are eligible. Organizations may submit multiple applications for different programs and may apply for different types of grants.
- Programs or projects requesting grant money to be spent within the November 1, 2016 through July 15, 2017 grant period (for Program Grants and Matching Grants).
- Organizations that enrich the social, civic, cultural, economic, and physical environment of Morgan County. This includes but is not limited to:
 - Arts and Culture
 - Citizenship
 - Economic Development
 - Education
 - Environment
 - Human Services
 - Recreation

What We Do Not Fund

- Individuals: Individuals wishing to apply must do so with the cooperation of a non-profit organization, and the organization must submit the application.
- Organizations with outstanding grant reports due to CFMC. Programs with open grants may still apply, but, if approved, no further funds will be issued towards that program until all prior grants are properly closed.
- Projects that do not serve Morgan County citizens
- Projects normally fully funded by units of local government
- Projects to build or fund an endowment
- Religious activities or programs that serve or appear to serve predominantly one denomination and not the community at large
- Political organizations or campaigns
- National and state fund raising efforts which do not directly benefit local agencies or chapters
- Projects that could be considered discriminatory
- Projects operated by for-profit companies

Expectations

What the CFMC Expects From Partner Organizations

- Visionary Funding and Grant Requests: We want to read inspired applications with imaginative ideas for how to positively impact Morgan County. We may contact applicants requesting more clarification or more detailed information.
- Timeliness: Applicants must submit all required materials by the deadline; late applications will not be accepted.
- Grant Agreement Adherence: Upon being awarded a grant, recipients must establish a grant agreement with the CFMC. If your budget or plan changes, the grant agreement must be re-approved and amended. Any unused grant money must be returned.
- Thorough Final Reports: We expect typed reports that show us exactly how the money was used and how it made a difference in the community. This includes measured outcomes and well-tracked data. An extension of time to submit the report is permitted only with written approval prior to the deadline. Programs will not receive any future grant funds until all prior grants are closed. Grantees may also be asked to provide photos or other media for publicity purposes.
- Candor: As your partner, we need to know about your successes and struggles, and we always welcome your feedback.

What Partner Organizations Can Expect From the CFMC

- Ongoing Support: We want to help you deliver a strong application and an even stronger impact to Morgan County. From before the application deadline to after the final report, feel free to communicate with us.
- Feedback: We can provide feedback before you submit the final application, and if your request is not funded, we are happy to discuss ways to strengthen future applications. We want to enhance the collective capacity of all organizations serving Morgan County.
- Visits From CFMC Staff and Board Members: You are welcome to visit us in-person or use our conference space. You can also expect visits from us, as we want to experience your work in action too.
- Equal Opportunity: The Community Foundation operates without discrimination as to race, color, sex, gender identity, sexual orientation, age, marital status, mental or physical disability, ancestry, religion, medical condition or any other basis in accordance with federal, state, and local laws. The Community Foundation will award grants only to organizations who also exhibit a commitment to non-discrimination.

Grant Selection

Upon review by Community Foundation staff, applications are reviewed by the Grant Committee and approved by the Board of Directors. The Grant Committee is comprised of board members and community representatives. The individuals on the committee are charged with the difficult task of selecting from a pool of very compelling projects and programs. The committee thus considers the following aspects, among others, when making grant decisions:

- Does the application meet the eligibility requirements? Does it impact Morgan County?
- Does the request align with established CFMC funding priorities?
- Is there a clearly stated impact of the request? Is it feasible?
- Is the request unique from other existing services or opportunities in Morgan County?
- Does the organization collaborate and cooperate with other community institutions?
- Has an organization representative attended one of the mandatory CFMC Grant Seminars?
- Is the organization fiscally responsible?
- Can the organization obtain any additional funding needed?
- Can the organization sustain the program into the future, when applicable?

- Will the project increase community awareness of the identified funding priority and of the CFMC?
- Is the request proactive in addressing solutions to problems, rather than symptoms?

Tips for Strong Applications

- Partner with another agency or organization to leverage resources and areas of expertise
- Look for less conventional ways to address issues or seek opportunities
- Revamp a current project or build on programs in other communities that are working
- Engage your stakeholders in the process of exploring new directions and opportunities; involve people with a variety of perspectives that might lead to novel ideas or solutions
- Share existing metrics or evidence that show your current impact
- Determine the administrative costs associated with adequately monitoring program effectiveness, and include them in your proposal

Grant Disbursements and Evaluations

Before grant funding is available, the grantee and the foundation will establish a Grant Agreement. The two parties will work collaboratively to establish the substance and the schedule for grant feedback and evaluation. Impact Funding recipients must meet with the CFMC Program Officer to establish the agreement and set guidelines for final reporting. These recipients must also attend any mandatory seminars in accordance with the Grant Agreement.

Contact Information

Questions about eligibility, grant requirements, or the online portal should be directed to Hannah Sitz, Program Officer, at hsitz@cfmconline.org. She can also be reached in person or by phone at (765) 813-0003 x109.