

# COMMUNITY FOUNDATION OF MORGAN COUNTY

## 2018 Grant Guidelines

CFMC aims to enhance the quality of life for current and future Morgan County residents. Through competitive impact 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.

### Impact Grant Funding:

Apply at: <https://goo.gl/ptKgs7>

- **Impact Grants** provide funding for innovative projects and initiatives that bring transformative solutions to our community's most pressing needs.

### Capacity Grant Funding: *These grants are less than \$2,500.*

Apply at: <https://goo.gl/7bteY1>

*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 30<sup>th</sup> day of each month by noon. If awarded, grantees can expect checks to be mailed by the 15<sup>th</sup> 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 November 1<sup>st</sup>, 2018 and continue on a rolling basis.

### 2018 Timeline for Impact Grants

- July 23<sup>rd</sup> (Monday): Letter of Intent for Impact Grants Open at 9 a.m.
- August 17<sup>th</sup> (Friday): Letter of Intent for Impact Grants Close at 4 p.m.
- August 22<sup>nd</sup>: Notification to applicants to apply for Full Grant Request.
- By September 21<sup>st</sup> (Friday): Full Grant Applications due by 4 p.m.
- October 9<sup>th</sup> (Tuesday): Notification of Grants Awards sent by Email with Grant Agreement
- By October 15<sup>th</sup> (Monday): Grant Agreements signed and due to CFMC by 4 p.m.

### Application Process

CFMC utilizes an online application process through Smarter Select. First, organizations must complete the Letter of Intent Application. This initial phase allows the CFMC to quickly assess if the

goals of a proposal align with the goals of the foundation, before requiring organizations to submit a full application. Partnering organizations only need to submit one application.

Select organizations will then be invited to complete the Full Application, which asks for more robust information than in the Initial phase. Applicants are strongly encouraged to include specific measurement tools, as well as collaborative approaches for programs and projects that illustrate a strong vision for defined success. Partnering organizations need only submit one application per program, though a formal Memorandum of Understanding will be required for all joint applications at the Full Application stage.

## **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.
- Organizations that improve quality of life by enriching the social, civic, cultural, economic, and physical environment of Morgan County. This includes but is not limited to:
  - Arts and Culture
  - Youth Services
  - Economic Development
  - Education
  - Human Services

### **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 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 fundraising 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.
- Meeting Attendance: Throughout the year, Impact Grantees will be required to attend various seminars and meetings as part of the grant program.
- 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. 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 your 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 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.

## **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 evidence that show your current impact
- Determine the administrative costs associated with adequately monitoring program effectiveness, and include them in your proposal

## **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. 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 the organization met all requirements and followed all guidelines?
- 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 issue and of the CFMC?
- Is the request proactive in addressing solutions to problems, rather than symptoms?

### **Grant Disbursements and Evaluations**

Before grant funding is made 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 Grant recipients must meet with the CFMC to establish the agreement and set guidelines for final reporting.

### **Contact Information**

Questions about eligibility, grant requirements, or the online portal should be directed to Brittani Bentley, Associate Director, at [bbentley@cfmconline.org](mailto:bbentley@cfmconline.org). She can also be reached in person or by phone at (765) 813-0003.