



2017 Grant Guidelines

The Kendrick Foundation exists to support initiatives that improve the physical and mental health of Morgan County residents. We seek to partner with strong community organizations addressing three primary focus areas: **mental health**, the prevention and management of **diabetes**, and **substance abuse** prevention and rehabilitation. Consistent with our vision of serving as the premier catalyst for identifying and promoting the healthcare needs of Morgan County, this year's grant process will continue to focus on tracking impact and fostering collaboration among evidence-based programs.

Interested organizations MUST have a representative attend the Mandatory Seminar to be eligible to apply. A single person may represent multiple organizations. This seminar will be a time to learn about the application process and network with possible program partners.

2017 Timeline

- **May 15** (Monday): Mandatory Seminar for any organization wishing apply
 - 1-2:30pm at the Mooresville Public Library, 220 W. Harrison St.
- **June 15** (Thursday): Letter of Intent applications due by 4pm
- By July 21: Select organizations will be invited via email to complete the full application
- **August 15** (Tuesday): Full grant applications due by 4pm
- By September 15: Grant recipients will be notified via email. Grant funding will be distributed upon receipt of a signed Grant Agreement.

This Kendrick Foundation grant cycle is intended to provide financial support for programs that will begin by April 2018 at the latest. Compelling multi-year proposals may also be considered.

Application Process

The Kendrick Foundation utilizes an online application process through Smarter Select. First, organizations must complete the Letter of Intent application. This phase of the application process allows the Kendrick Foundation 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 Letter of Intent application.

Select organizations will be invited to complete the full grant application, which asks for more robust information than the Letter of Intent. Applicants are strongly encouraged to include specific outcome 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.

Eligibility

Non-profit organizations impacting Morgan County are eligible to apply. We do approve grant applications from organizations whose headquarters are located outside the county, but only if those served by the proposed program reside within 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.

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 the Foundation
- Programs normally fully funded by units of local government
- Programs that do not serve Morgan County citizens
- 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
- Programs that could be considered discriminatory
- Projects operated by for-profit companies

What the Kendrick Foundation Expects From Partner Organizations

- Visionary Funding and Grant Requests: We want to read inspired applications with evidence-based ideas for how to positively impact Morgan County. We may contact applicants requesting more clarification or more detailed information.
- Timeliness: Late applications will not be accepted. Recipients are expected to meet deadlines.
- Grant Agreement Adherence: Recipients must establish a grant agreement with the Foundation. 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, 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. 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 Kendrick Foundation

- 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. If there are other ways we can support your important work, let us know.
- Feedback: We can provide feedback before organizations submit the Letter of Intent or full grant application. 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 Kendrick Foundation Board Members and Representatives: 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 Kendrick 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 Foundation will award grants only to organizations who also exhibit a commitment to non-discrimination.

Grant Selection

Upon eligibility review by Kendrick Foundation representatives, applications are reviewed and approved by the Board of Directors. The Board is charged with the difficult task of selecting from a pool of very compelling projects and programs, and 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 clearly align with the three established funding priorities?
- Is there a clearly stated impact? 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?
- Is the request proactive in addressing solutions to problems, rather than symptoms?
- Is the organization fiscally responsible and financially sustainable?
- Can the organization obtain any additional funding needed?

Tips for Strong Applications

- Partner with another agency or organization to leverage resources and areas of expertise.
- Share existing outcomes or metrics that show your current impact.
- Determine the administrative costs associated with adequately monitoring program effectiveness, and include them in your proposal.
- Clearly explain the timeline of your program and associated outcome measurement, especially if yours is a multi-year project.
- 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.
- Consider best practices from successful programs in other communities.

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 at (317) 831-1232.