

GRANT APPLICATION PROCESS

The Wabash Valley Community Foundation and its affiliates, the Clay County Community Foundation and the Sullivan County Community Foundation, have developed a procedure for submission and evaluation of grant proposals. A committee of volunteers from the local communities carefully reviews and considers first a “Letter of Intent” as submitted by prospective grantees from their respective counties, and subsequently *invites* those organizations demonstrating the greatest need/community benefit for that given cycle to submit Full Proposals. Because of the review and decision process, all proposals must be submitted in writing. No personal presentations are accepted. The Distribution Committee makes its recommendation to the Board of Directors who must give final approval for the funding.

Annual application deadlines:

CLAY & SULLIVAN COUNTIES June 1 (*letter of intent*) / August 1 (*full proposal*) / payout by September 30
VIGO COUNTY Cycle One: November 1 (*letter of intent*) / February 1 (*full proposal*) / payout by March 31
 Cycle Two: June 1 (*letter of intent*) / August 1 (*full proposal*) / payout by September 30

Funding Priorities

HIGH PRIORITIES

With the limited funds available, it is necessary to determine which grants can best be awarded to have the greatest impact on the needs and growth in our communities. The priorities of the Community Foundation are as follows:

- To focus on the prevention of problems rather than the symptoms
- To assist programs that promote the enhancement of community development, image and general desirability of our communities
- To maintain both a proactive focus and an ability to respond to creative ideas from grant seekers
- To assist grant seekers to better respond to the changing needs of the community
- To encourage programs that enhance cooperation and collaboration among institutions within our communities
- To leverage funds through the use of “seed money,” “match” and “challenge” grants
- To fund projects that will make a significant improvement in our community

LOW PRIORITIES

While the Community Foundation remains flexible in attempting to meet community needs, the following items generally are not funded:

- Endowment funding
- Deficit funding
- Funds for redistribution by the grantee
- Conferences, publications, films, television and radio programs unless integral to the project for which the grant is sought
- Religious purposes
- Travel for groups such as bands, sports teams and classes
- Annual appeals and membership contributions
- Commonly accepted community services, which are tax supported such as fire and police protection, welfare and library service, etc.

NOT ELIGIBLE FOR FUNDING

- Organizations that publicly support a political candidate/campaign
- Political campaigns or lobbying activities
- Travel or sponsorship of individuals

GRANT APPLICATION PROCESS

I. Letter of Intent - *Required*

➤ **A Letter of Intent is required prior to submitting a grant request. It must:**

- * be one (1) page in length
- * include name, address, and phone number of organization
- * include name and title of contact person
- * list amount requested
- * specify whether the grant is for Clay, Sullivan or Vigo County
- * include mission statement of agency/organization
- * list project description
- * list anticipated results
(form letters are neither reviewed nor acknowledged)

A copy of tax-exempt verification must accompany the Letter of Intent.

IF LETTER OF INTENT IS NOT COMPLETE AS REQUESTED, IT WILL NOT BE ACCEPTED FOR CONSIDERATION.

Deadlines for receipt of **Letters of Intent** are:

⇒ **November 1, 5:00 p.m.** – (Vigo County only)

⇒ **June 1, 5:00 p.m.** – (Clay, Sullivan and Vigo counties)

If this day falls on a weekend or a non-working day, requests will be accepted through 5:00 p.m. the next business day.

You will be notified approximately two weeks after the deadline as to whether or not to submit a full proposal.

TIPS FOR SUBMITTING EFFECTIVE LETTERS OF INTENT / FULL PROPOSALS

Is the letter of intent one (1) page in length? The letter of intent must be only one page long. A second page, supplemental information, photos, etc., will not be considered.

Is there a clear problem in the community that you are trying to solve? Briefly in the Letter of Intent, and to a greater degree in the Full Proposal, do you demonstrate or document the need in some way? In the Full Proposal, you should include the local information specific to the identified need.

To what degree would the proposed project address or solve the identified community need?

When we review your program goals and activities (in the Full Proposal), we will look for a direct connection to the needs you've described. Your program should clearly reduce this need or improve the situation in some notable way.

In the Full Proposal, do you describe how you will measure the results and success of your project? Do you know what tools or resources you will use to evaluate your program, to ascertain whether the project "worked?" The evaluation is aimed to help your organization make the best of your resources.

In the Full Proposal, we want to see that your agency has the capacity to successfully conduct the program this year and in the future. This will be evaluated by looking at financial information, the project budget, and the human resources (staff and volunteers).

In the Full Proposal's project budget, we want to see that it reflects the narrative description of your proposed project, and that it is a realistic budget to get the job done. To determine your ability to sustain the program beyond the life of the grant from the Community Foundation, we examine your other funding sources and financial history. We hope to see income growth over the life of the agency, diverse funding sources (such as grants from foundations, contributions from individuals or government grants), and programs that you have maintained over time.

In the end, **we want to fund local programs that meet clearly defined needs in the community, and have thoughtfully documented plans.** It's that simple. If questions arise as you complete your grant application, please call the Foundation at (812) 232-2234.

II. FULL PROPOSAL - *Upon Invitation Only*

- **Deadlines** for receipt of Full Proposals are: February 1, 5:00 p.m. (Vigo County only), August 1, 5:00 p.m. (Clay, Sullivan and Vigo counties)
- If this day falls on a weekend or a non-working day, requests will be accepted through 5:00 p.m. the next business day.
- Mail or hand deliver an originally signed and completed grant proposal, along with 18 copies, to:

Wabash Valley Community Foundation, Inc.
2901 Ohio Blvd., Suite 153
Terre Haute, IN 47803

You are encouraged to check with the Community Foundation to assure that your application has been received.

GRANT PROPOSAL CHECKLIST

IMPORTANT: Unless otherwise indicated, grant proposals must include the following information *and be presented in the order stated.*

1. GRANT APPLICATION COVER AND AGREEMENT PAGE These forms must be filled out completely.
2. ORGANIZATION BACKGROUND Include history, mission statement, number of staff, and number of persons served by agency or program.
3. PROPOSED PROGRAM Please indicate desired outcomes (e.g. what difference it will make in people's lives); show how they support the mission of the organization whom it will serve; the geographic area it will affect. If this is an ongoing project, describe the results of the program to date.
4. PROGRAM METHODS Describe the activities that will accomplish your program's desired outcomes. Indicate other local organizations that are addressing these issues. Specify how your agency will work with them.
5. EVALUATION Please indicate how you will evaluate the results of your program as it relates to the mission of the organization and the outcomes you hope to achieve.
6. FUNDING THE PROGRAM If you have other funding sources or are requesting funding from other sources for your program, please advise and explain how funds from the Community Foundation will be used. Indicate sources of long-term funding.
7. TIMETABLE Show schedule with which you expect to achieve your goals.
8. PROJECT BUDGET Provide a full budget breakdown, detailing your projected overall expenses for the proposed program. If a capital improvement, include bids. Itemize the portion requested from the Community Foundation.
9. AGENCY BUDGET Provide current year operating budget.
10. GOVERNING ORGANIZATION Attach a list of names of the full Board of Directors or other governing body. This list will include affiliations (e.g. city employee, community volunteer).
11. FINANCIAL STATEMENT & BALANCE SHEET Attach the financial statement and balance sheet of your organization's most recent fiscal year.
12. TAX EXEMPT STATUS Attach statements from the United States Internal Revenue Service confirming your organization's tax-exempt status. Include one copy with original only.
13. AUDIT With the original proposal only, provide one copy of your organization's most recently completed audit.

PLEASE DO NOT USE STAPLES OR PLACE PROPOSALS IN BINDERS OR COVERS. USE PAPER CLIPS ONLY.

You will be advised of the Board's funding decision approximately 3-4 months after submission. If you have any questions, please contact the Community Foundation office.



GRANT APPLICATION COVER

Please complete the Grant Application Cover and Agreement Page. The Cover and the Agreement Pages are to be pages one (1) and two (2) of your proposal. Print or type only. Submit the proposal to:

Wabash Valley Community Foundation, Inc.
2901 Ohio Blvd., Suite 153
Terre Haute, IN 47803

DO NOT USE STAPLES OR PLACE IN BINDERS OR COVERS. USE ONLY PAPER CLIPS.

Name of Organization _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person _____ E-mail address _____

Title _____ Telephone _____

Project Title _____

Amount Requested \$ _____ Total Project Cost \$ _____

Indicate the county you are applying to Clay County Sullivan County Vigo County

Please provide a 25-word summary of your grant proposal. Please include a more thorough description in your packet as outlined in the instructions.

| | | |
|---|---|---|
| FOR FOUNDATION USE ONLY | | Date Received: _____ |
| Application Packet Contains: | | County: <input type="checkbox"/> Clay <input type="checkbox"/> Sullivan <input type="checkbox"/> Vigo |
| _____ 1. Application Cover & Agreement Page | _____ 7. Timetable | |
| _____ 2. Organization background | _____ 8. Project budget | |
| _____ 3. Proposed program | _____ 9. Agency budget | |
| _____ 4. Program methods | _____ 10. Governing organization | |
| _____ 5. Evaluation | _____ 11. Financial statement / balance sheet / audit | |
| _____ 6. Funding the program | _____ 12. Evidence of 501(c)(3) tax-exempt status | |



AGREEMENT PAGE

Please complete this form and have the appropriate individuals sign. The Agreement Page should be page 2 of your grant proposal.

Name of Organization _____

Telephone Number _____

Project Title _____

If the organization listed above is awarded this grant, in full or in part, the undersigned as authorized representatives of our organization, agree to acknowledge and recognize the support of the Wabash Valley Community Foundation, and/or its affiliates, the Clay County Community Foundation or the Sullivan County Community Foundation, in this project in all announcements and written materials. As an officer and/or employee of this organization/institution, we further agree for the organization to send the Community Foundation copies of announcements, including newspaper, newsletter and magazine articles related to this project.

Further as an authorized representative is this organization, we agree to:

1. See that the funds are used solely for the stated purpose
2. Have the organization repay any portion of the amount which is not used for the purpose of the grant
3. Return any unexpended funds if our organization/institution loses the Determination of its 501(c)(3) status as granted by the Internal Revenue Service
4. Submit a final report thirty (30) days after the completion of this project. We understand that our organization's failure to submit its final report will preclude it from applying for future grants from the Community Foundation.

Chief Executive Officer/Executive Director

Chief Volunteer Officer

Signature

Signature

Name typed

Name typed

Date

Date

Telephone

Telephone

Email address

Email address