

Guidelines for Grantseekers



OUR MISSION

The Findlay-Hancock County Community Foundation is dedicated to improving the quality of life in the Hancock County area by partnering with donors in their philanthropic giving, engaging in collaborative leadership and responsible grantmaking.

INTRODUCTION

The Findlay-Hancock County Community Foundation is a nonprofit, publicly-supported, philanthropic institution that manages a pool of charitable funds. Each year, the Board of Trustees determines the amount available to award in the form of responsive grants that benefit Findlay and Hancock County. Grants are awarded to nonprofit organizations, educational programs, and scholarship recipients. Some funds are restricted by their donors for specific purposes or agencies, while others are unrestricted. Other funds are donor-advised and are not part of the responsive grant cycle. However, together these funds reflect the diverse charitable interests of our community and enable us to respond to a wide variety of community challenges and needs.

While our history as a community foundation is relatively new, the grantmaking responsibilities of community assets have existed for more than 40 years. The Dorney Fund, established as a trust of the Cleveland Foundation by L. Dale Dorney, has served as a model of grantmaking and philanthropic giving in our community since 1976. The Findlay-Hancock County Community Foundation was established in 1992 as an outgrowth of the L. Dale Dorney Fund, and in February 1999 became independent from the Cleveland Foundation.

The information in this packet is designed to provide information about applying for a responsive grant from The Findlay-Hancock County Community Foundation. It explains policies, priorities, limitations, deadlines and other information you will need to know about the way we work and the factors that influence grantmaking decisions. Please contact our office with any questions you may have.

Sincerely,



Katherine Kreuchauf, CFRE

President

GUIDELINES FOR GRANTSEEKERS

There is no prescription to ensure success in obtaining a responsive grant. Each proposal is evaluated on the basis of its potential benefit to the people living in our community at a given point in time - and on the imagination, resourcefulness, and credibility of those submitting it.

However, it is suggested that the following format be used for your proposal, and recommended that you examine your ideas carefully in order to strengthen them. Following these guidelines will save you time and will help you present your proposal in a clear and compelling manner.

WHO IS ELIGIBLE FOR A GRANT?

Most responsive grants are made to tax-exempt, private agencies classified as 501(c)(3) organizations, public charities as defined by the Internal Revenue Service. Grants may also be made to governmental agencies. The programs we consider for support are located in the Greater Hancock County area or will directly benefit the Greater Hancock County residents, unless stipulated by the donor. Many grantseekers find it beneficial to call The Community Foundation office at 419-425-1100 for an appointment to discuss their ideas with program staff before beginning the grant proposal or submitting a Letter of Intent.

WHAT DOES THE COMMUNITY FOUNDATION TYPICALLY FUND?

Successful applications typically address problems to be solved or opportunities to be seized in the Greater Hancock County area. Grant requests should include some or all of the following elements:

- Programs serving Hancock County residents.
- Programs that make a substantial difference in the quality of community life.
- Programs that avoid unnecessary duplication of services.
- Programs that demonstrate measurable outcomes.
- Programs that help nonprofit organizations build capacity and become more effective.
- Programs that include financial and other strategic commitments from funding organizations other than The Community Foundation.
- Programs that expand meaningful civic engagements and build social capital.
- Programs that address prevention as well as remediation.
- Programs that acknowledge and respect diversity and help bridge differences among individuals, organizations, and communities.
- Organizations with fiscal soundness and plans for continuing their program in the future.
- Organizations that demonstrate sustainability.
- Organizations that facilitate collaboration among relevant groups.
- Organizations that use or expand upon demonstrated and documented best practices.

- Organizations that leverage change in the capacity of community-wide systems rather than individual organizations.
- On a case by case basis, requests for technology funding will be considered as part of a program request if specific criteria are met. Contact program staff to discuss.

WHAT DOES THE COMMUNITY FOUNDATION TYPICALLY DECLINE?

We are not likely to support the following:

- Sponsoring or attending conferences.
- Unnecessary duplication of existing services.
- Requests from individuals.
- Ongoing operating expenses.
- Annual appeals or membership drives.
- Fundraising projects, advertisements, endowment or debt reduction.
- Religious organizations for religious purposes.
- Community services such as police and fire protection.
- Travel for individuals or groups when it is the primary focus of the proposal.
- Staff positions for government agencies.
- Stand-alone books, films, or videos.
- Computer equipment.
- Medical research.
- Retroactive programs and projects.
- Partisan political advocacy.
- Capital requests or capital campaigns.*

*Capital projects must help meet a compelling community need, advance Community Foundation priorities, and offer broad social benefits. When we do participate in a capital project, support is contingent on funding from other sources. Payment will not be authorized until the organization has raised a significant percentage of its total dollar goal.

WHAT PERIOD DO GRANTS COVER?

The grant period may vary depending on the proposed activities. The Community Foundation grants are awarded for a definite purpose and for a project to be accomplished in a specific period of time.

Typically, grant periods range from as short as six (6) months to as long as three (3) to five (5) years. A semi-annual report including a budget update and narrative must be submitted to our office every six months (forms are available on our website).

LETTER OF INTENT

All potential grant applicants are required to submit a LETTER OF INTENT no less than sixty (60) days prior to the grant application deadline. The information provided is for staff review only and will not be used in the final grant review. The Community Foundation staff will review the proposed project as described in the Letter of Intent for eligibility under grant guidelines and appropriateness of requested grant amount. If minimum benchmarks are met, The Community Foundation staff will contact you no less than 45 days prior to the grant application deadline to request submission of a full grant application.

Please include the following information in a one to two page Letter of Intent:

- WHO? Introduction to your agency.
- WHY? Description of community need. Support this with local statistics.
- WHAT? Statement of project's goal and objectives and expected project outcomes. Please include answers to the following questions:
 - What will be done?
 - What difference will it make?
 - When will changes be seen?
- HOW? Statement of project approach.
- WHEN? Projected timing of grant request.
- HOW MUCH? Estimate of total cost and amount of The Community Foundation request.
- WITH WHOM? Explain other funding partners and collaborators committed to the project.

If a grantseeker has received written notification to submit a full grant proposal following an evaluation of the Letter of Intent, it is important to note that there are two levels of grant applications at The Community Foundation. Depending on the amount being requested, the proposal will be considered either a Small Grant (\leq \$35,000) or a Large Grant ($>$ \$35,000). Each has its own grant application process and grant reporting requirements. Please review the Grant Reporting Requirements Form and the Grant Reporting section of The Community Foundation website for more details.

PREPARING THE GRANT NARRATIVE (SMALL AND LARGE GRANTS)

If you have been invited to submit a full grant application, carefully review the following section. Write clearly and simply. Avoid jargon that may be used exclusively by your organization or by those in your field. Keep in mind that the more tightly organized your proposal, the more persuasive you are likely to be.

Successful proposals will answer the following questions:

- Is proposed project a solution to a community problem?
- Is proposed project supported by other funding partners?
- Does proposed project build organizational and/or community capacity?
- Is proposed project sustainable after the grant period expires?

- What will success look like?
- How will success be measured?
- **Please describe how program recipients' input was obtained in designing this program and how it will be obtained in evaluating its success?**

SMALL GRANTS

If your grant request is ≤ \$35,000, program staff from The Community Foundation will provide a list of required information to be included in the grant application as part of your Letter of Intent response letter. Therefore, if you fall within that category, please disregard the Large Grant section on preparing the grant narrative. This information is only for grant requests > \$35,000. Small Grant applications should include required information listed below in the Financial Information and Full Grant Application Final Checklist sections.

LARGE GRANTS

For grant requests > \$35,000, you should cover the following information in your full grant application. Please include any of the following elements that relate to your particular project.

1. Your Agency's Background

- Mission
- Founding date
- Major programs
- Links with similar organizations
- Number and capacity of staff

2. The Project You Propose **

- The specific community need or policy issue you will address
- The changes that will occur in the community and with the target group as a result of the program
- Your project's goals/objectives/outcomes (Large Grant Requests must include a completed Logic Model Guide)
- Why your plan is cost-effective
- The activities you propose to address the problem or build community assets
- Why your organization is best-positioned to do the work
- Other providers of this service in the area
- Distinctive features of your project
- Expected contribution to knowledge in the field
- Relationship to your agency's overall programming
- Highlight best practices or evidenced-based components of the project

** For projects working to address complex social issues, The Community Foundation expects that the grant applicant will follow the collective impact model and coalition building process and that the work planned is integrated into existing coalitions in Hancock County. Collective impact is a model that guides organizations from different sectors to agree to solve a specific, complex social problem using a common agenda, aligning their work and using common measures of success. In order to create lasting solutions to complex social problems on a large-scale, organizations – including those in government, civil society and the business sector – need to coordinate their efforts and work together around a clearly defined goal. For more information on the collective impact model and coalition building process, please contact program staff at The Community Foundation.

3. Project Implementation Plan

- Your timeline: steps to be taken, by whom and when
- How many people, and who, will be served
- Names of cooperating organizations and assigned responsibilities
- Project staff and/or consultants
- Any advisory groups

4. Project Continuation

- If the project is ongoing, your plans to continue after the funding period
- A strong sustainability plan is a key component in a successful proposal
- Future funding sources
- Other current funding sources

5. Project Evaluation

The following information should be included in the Logic Model Guide (Large Grant) and explained in greater detail in the project narrative. Small grants should include this information within the proposal narrative:

- Project goals, activities and outcomes
- Methods for measuring successful outcomes
- Benchmarks of success at each six-month interval
- Submit progress reports as detailed in the grant award letter and terms of agreement, based on the size of the grant award

FINANCIAL INFORMATION (SMALL AND LARGE GRANTS)

Required forms can be accessed through The Community Foundation website at www.community-foundation.com in the grants section.

- Complete the GRANT BUDGET FORM.
- Complete the GRANT BUDGET NARRATIVE FORM.
- Submit a copy of your audited financial statements, or, if not available, a copy of the latest 990 informational return. Financial statements must include the most recent (within 90 days) balance sheet and a statement of income and expenses for the entire organization.
- Submit a copy of your organization's current annual operating budget.

It is important to demonstrate your organization's ability to obtain additional funding and project sustainability.

FULL GRANT APPLICATION FINAL CHECKLIST (SMALL AND LARGE GRANTS)

Please submit your proposal on 8½" x 11" paper printed on one side only. Be sure to use the required RESPONSIVE GRANT COVER SHEET, RESPONSIVE GRANT BUDGET FORM, RESPONSIVE GRANT BUDGET NARRATIVE, and LOGIC MODEL GUIDE (Large Grants) available online at www.community-foundation.com under the grants section. The forms are in Microsoft Word and can be saved to your computer.

Please submit the following documents:

- RESPONSIVE GRANT COVER SHEET signed by your agency director

- RESPONSIVE GRANT BUDGET
- RESPONSIVE GRANT BUDGET NARRATIVE
- a one- or two-page GRANT SUMMARY
- LOGIC MODEL GUIDE (Large Grants)
- full GRANT NARRATIVE, with the pages numbered (created in a separate Word document)
- a copy of your organization's TAX-EXEMPT LETTER from the IRS
- your current ANNUAL REPORT or a brief statement of your agency's most recent activities
- a LIST OF CURRENT BOARD MEMBERS including their business and volunteer affiliations
- a copy of your FINANCIAL STATEMENTS including a BALANCE SHEET
- a copy of your latest 990 TAX RETURN
- your agency's AFFIRMATIVE ACTION POLICY or statement of non-discrimination
- JOB DESCRIPTIONS and RÉSUMÉS of your project personnel and résumés of any consultants
- names of PROJECT COLLABORATORS, if applicable
- LETTERS IN SUPPORT of your project or letters from other funding sources who have expressed interest in supporting the project

AFTER YOU SUBMIT YOUR PROPOSAL

A program officer will contact you to discuss the project as part of the proposal review. The program staff may conduct research, make site visits, interview your staff or board, and talk to other experts in the field or community. For grant requests > \$35,000, an important part of this process will be the negotiation of the metrics for success for the proposed project. This will include the completion of the Logic Model Guide as part of the application process. During this time, program staff may also suggest ways to redefine or refine your proposal.

Program staff prepares a written evaluation of your proposal that is reviewed by The Community Foundation's Board of Trustees. It is important for program staff to understand the proposal as fully as possible in order to be totally prepared to answer question that may arise at the Board table. The Board will decide to fund (in full or in part), decline, or defer the proposal.

WHEN A GRANT IS AWARDED

Immediately after the Board of Trustees meeting, you will receive notification of the funding decision. If your proposal is funded, a Terms of Grant Agreement will be sent for your signature. The Terms of Grant Agreement, along with the grant award letter and grant proposal, are the governing documents for The Community Foundation funding. The Terms of Agreement outlines the limits and conditions under which the grant has been authorized. It also includes a payment schedule. Please note that the Terms of Grant Agreement is a binding contract detailing duties and

responsibilities of both parties (The Community Foundation and grantee agency).

For project reporting requirements, progress reports, site visits or discussions with program staff will be required at six-month and year-end intervals. Please review the Grant Report Requirements Form and Grant section of the website for details. Between reports, please contact program staff to discuss any anticipated changes in project activities or uses of funds. All changes must first be approved by The Community Foundation staff.

AFTER THE GRANT PERIOD EXPIRES

A final narrative and fiscal report on all projects funded is required. These forms are available online at www.community-foundation.com and can be downloaded to your computer. The fiscal report must cover the entire project period and be signed by your organization's fiscal officer or treasurer. The due dates of the reports are included in the Terms of Grant Agreement. We require that any unexpended funds be returned to The Community Foundation.

DEADLINES

We want to give your proposal the time and attention it deserves, so the full proposal deadlines fall three months prior to each Board of Trustees meeting. Unless you have arranged for an extension, we will strictly observe these deadlines.

LETTER OF INTENT DUE first Friday of:	FULL PROPOSALS DUE first Friday of:	INTERVIEWS WITH PROGRAM STAFF:	BOARD DECISION:
OCTOBER	DECEMBER	JANUARY	FEBRUARY
JANUARY	MARCH	APRIL	MAY
APRIL	JUNE	JULY	SEPTEMBER
JULY	SEPTEMBER	OCTOBER	NOVEMBER

PLEASE MAIL OR DELIVER
ONE COPY OF THE
PROPOSAL AND ATTACHMENTS TO:

The Findlay-Hancock County Community Foundation
101 West Sandusky Street, Suite 207
Findlay, OH 45840
(419) 425-1100

For more information about The Community Foundation please write, call, or visit our office.
You can also visit our website at www.community-foundation.com