



Community Investment Grants

Community Investment Grants are made available from our unrestricted pool of resources. Ideas are encouraged to support projects or programs which address our three **priority areas** with the ultimate goal in mind of improving the quality of life in Elkhart County.

Kids and Families

Funding focuses on serving our Elkhart County citizens.

- Early childhood services
- Mentoring, after-school programs
- Summer programs
- Parental support
- Youth programming
- Social service related issues such as disabilities, senior care, health and wellness and rehabilitation services

Placemaking

Funding focuses on enhancing the living experience in Elkhart County.

- Entertainment and the arts
- Downtowns
- Neighborhoods
- Cultural opportunities
- Transportation
- Environment and agriculture
- Disaster relief
- Care for animals
- Public Safety
- Parks, paths and trails, and other recreational amenities

Career Pathways

Funding focuses on education, pathways to careers and life-long learning.

- Programs which support a pipeline of education to career
- Internship and apprenticeship programs
- Vocation and career development
- Transition programs
- Post-secondary college access
- Skills/trade certificate and college programming
- Workforce development
- Talent attraction and retention
- Scholarships

Basics

- Submit an idea!
- Application online and available 24/7
- Requests of all sizes
- Single year, multi-year or challenge/matching
- Projects, programs, sponsorships, capacity building, professional development, etc.
- Address one or more of our priority areas
- 7-10 business day initial follow-up by your Program Officer
- Requests up to \$25,000 evaluated by staff with 2-6 week response time
- Requests greater than \$25,000 evaluated by committee with 2-6 month response time
- Committees meet for funding decisions in the months of October and April
- Each committee has a \$1-2 million dollar budget for the year
- Our Fiscal year is July 1 – June 30
- We strongly encourage a 60-90 day lead time on all requests for events

Timeline

- Application online 24/7
- 7-10 business day initial follow-up
- Committees meet in October and April (Requests > \$25,000)
- Committees also meet in December and June for Time Sensitive Projects

10 helpful tips

- Carefully read through the Foundation's three priorities and our guidelines
 - ✓ Kids & Families, Placemaking, Career Pathways
- Be clear about the population you serve
- Be clear about why this idea is important
- Know what your "like" organizations are in the community and the work they do
- When appropriate, collaborate with other like nonprofits
- Make sure you have a project budget for your idea
- Be specific on how grant monies will be spent
- Be clear about your goals
 - a. How do you define success?
 - b. How do you measure success?
 - c. What is your target goal (measure/#) for this project?
- Have a plan on how you will fund this idea ongoing, if applicable to your idea
- Be concise (we encourage brevity); check your spelling and punctuation (twice!)

Who may apply?

Organizations classified as non-profit tax-exempt public charities by the Internal Revenue Service. Most will be identified as a 501(c)(3), however, a few other institutions such as public entities, Schools*, Municipalities*, Libraries, and Chambers of Commerce may also qualify.

(*) Due to the number of departments, schools, and clubs within each school corporation and our municipalities; the community foundation requires all applications be approved by the highest ranking official within your governing body (i.e. superintendent's or mayoral office) before an idea application may be submitted.

Who reviews and makes decisions on grants?

The Community Foundation would not exist without "community." We believe it is our responsibility to maintain a process which preserves community volunteers as decision makers in the grant making process with support from foundation staff. Therefore, the Foundation has developed a structure consisting of three committees, representing our three priority areas, each made up of a broad spectrum of volunteers within our community. After committee recommendations are made a summary is then forwarded to our Board of Trustees for approval.

CORE criteria

The Foundation has a set of criteria by which our grant committee members make decisions on funding requests. The initial list of 14 CORE criteria (a result of the 2013 county-wide Listening Tours) has since been modified to the basic three (3) which you will find in your application questions.

Reports and site visits

Most recipients will complete a report and (may) complete a site visit on or before the 1 year anniversary of their grant date. Some projects may take longer, therefore due dates are provided to you. Recipients of a multi-year grant should expect an annual progress report and possibly a site visit before the distribution of their next year's grant. Also, depending on the nature and size of your grant, an additional comprehensive report may be required following the end of the grant (typically applied to multi-year or long term programs). Site visits, when requested, typically fall in the month after your report is due to allow our Program Staff time to review the information before your visit. However, site visits are flexible (especially when dealing with Indiana weather). Again, these dates will be provided to you.

Publicity

The Community Foundation loves to share in our partners' success and in telling your story. We encourage our grant recipients to download our logo and samples of our press related materials. In addition, we also encourage you to reach out to our Advancement Team to discuss additional marketing or promotions you would like to consider in support of your project and how we may be of help.

Application Preview

1. **Organization Name**
2. **Federal Tax ID #** (Required)
3. **Physical Address** | PO Box | City | State | Zip
4. **Executive Director** Name | Phone | Ext. | Email
5. **Website**
6. **Application Primary Contact:** Name | Title | Phone | Ext | Email
7. **Idea Label** (50 character max.)
Event, Project or Program Name
8. **Idea Summary** (250 word max.)
9. **Request Amount**
Total amount of funds you are requesting from the Foundation. (If this is a multi-year request, your total here should include all years)
10. **Multi-year and/or Match/Challenge Explanation** (100 word max.)
11. IF, you are asking us for a multi-year or match/challenge, please explain the details (i.e. how much per year for multi-year or amount you will/have already raised.)**Start Date**
We strongly encourage idea applications for sponsorships to be submitted 60-90 days prior to an event
12. **End Date**
13. **What will happen with this idea if you receive partial funding or a denial** (100 word max.)
14. **CORE Criteria #1: Goals** (100 word max.)
What are your goals for this idea? How will you define and measure success? What is the specific target you expect to achieve with this project? What and who are the number and type of persons you hope to impact? What communities (towns/cities) will be impacted by this grant? Is there another "like" idea which has demonstrated success? Please explain.
15. **CORE Criteria #2: Partners** (100 word max.)
Explain the ways and extent to which your donors support this idea with their own giving of time, talent and/or treasure. Please specify amounts raised or anticipated to

be raised. Please include any fundraisers planned, number of volunteers and hours served, in-kind contributions, time, etc. Will a grant from the Community Foundation help you secure additional funding? Is this idea a collaboration effort with other NPO's? Please explain.

16. **CORE Criteria #3: Sustainability** (100 word max)

Is this a long-term idea? If so, what is the sustainability plan for this project or program once the grant has been exhausted? Does this idea bring about efficiency, reduce cost or improvement within your organization? Please explain.

Attachments

INSTRUCTIONS: What you need to know before you attach. Documents must be:

- ✓ **PDFs** (free version of CutePDF available online)
- ✓ **Black and White**

- Project Specific Budget**
 - 1-2 PAGES (include all anticipated revenue & expenses)
- Sponsorship Level Flyer** (if applicable)
 - 1-2 PAGES
- For requests over \$100,000
 - Agency budget (current & prior year) and balance sheet
 - Board of Directors
 - Mission Statement