

## APPLICATION GUIDELINES

# WELL FOUNDATION GRANT

---

The Well Foundation selection committee encourages requests for funding in support of projects and/or programs with a focus on Health and Wellness serving the people of Goshen and the greater population of Elkhart County.

### WHO MAY APPLY?

Organizations classified as 501(c)(3) tax-exempt public charities by the Internal Revenue Service and public entities such as schools, municipalities, libraries, and chambers of commerce may also qualify.

### THE BASICS

- Requests of \$1,000 or greater
- Single year, challenge, or multi-year requests.
- Address one or both of our priority areas of Health and Wellness
- Provides direct benefit for the people of Elkhart County
- Application is available annually
- 10-week timeline for application review and recommendation process

### TIMELINE

- August 1: Application Opens
- September 12: Application Closes at 5 p.m.
- October: Staff & Committee Review Period
- October/November: Well Foundation Grant Committee Recommendation Meeting, CFEC Internal Approval Process, organization application follow-up and check distribution

### HOW DO ORGANIZATIONS APPLY FOR A GRANT?

Nonprofit organizations submit an online grant application through the Grant Portal, which requires a username and password to log in. Organizations must anticipate 10 weeks from application closing date to review process.



## APPLICATION GUIDELINES

# WELL FOUNDATION GRANT

---

### WHAT WE DON'T FUND

The Well Foundation Field of Interest Fund does not support requests for grants for individuals, budget deficits / debt reduction, expenses incurred prior to a grant proposal period, church buildings and grounds (exceptions may be given for daycare ministries), requests to support proselytizing\*, political party activities, scholarships for post-secondary education, and policy/lobbying.

*\* Organizations with religious affiliation are not excluded from making grant applications but the project or program must be nonsectarian.*

### GRANT REVIEW AND APPROVAL PROCESS

Grant applications are first reviewed by Community Foundation Program officer(s) following the appointed timeline. If the Program Officer(s) has questions or sees a need for further clarification of the grant request, the officer will contact the organization for additional information. Following the initial review, all requests will be forwarded to the Well Foundation Grant Committee for review and recommendations. Funding decisions are approved by the Community Foundation's Board of Trustees.

All requests will be given equal and fair consideration among a full slate of substantially competitive requests and are not guaranteed funding.

### GRANT REPORTING

Recipients of the Well Foundation Field of Interest Fund will be required to complete a grant report, which is due 3, 6, or 12 months following the receipt of their grant. A site visit may also be required, generally in the month following the completed grant report.

The due date of the grant report and site visit will be included with any grant documentation supplied along with the check. This information will also be provided by the Program Officer in their follow-up phone call.

In some instances, a site visit may occur prior to the report, generally when applied to a Special Event or Festival in which a member of the Program Team will attend the event to conduct the site visit. If your grant is for a Special Event which requires an admission ticket, your organization will be required as part of the process to provide a ticket. Recipients should plan accordingly.