

APPLICATION GUIDE

ELIGIBILITY

1. Are you a 501(c)(3), School, Municipality, Governmental Unit, or Chamber of Commerce? Organizations classified as nonprofit tax-exempt public charities by the Internal Revenue Service serving residents of Elkhart County. Most will be identified as a 501(c)(3) under the IRS Tax Code, however, a few other institutions such as Schools, Municipalities, Governmental Units, and Chambers of Commerce may also qualify. Religious organizations are eligible to apply for programs that are non-proselytizing and do not promote religious doctrine or instruction.
2. Is this application approved by the highest-ranking official in your organization?
Example: Superintendent, Mayor, CEO or President
3. Have you received grant funding from the Community Foundation in the Past?
4. Is this request for a sponsorship of a fundraising event? If so, you will be directed to a Sponsorship page.

APPLICATION

1. **Project Name** (50 character max.)
Example: Event, Project or Program Name
2. **Result Area**
 - Which priority result(s) will your work help to achieve in Elkhart County?
 - Pick from list
 - Early Childhood Development and Education
 - K-12 Career Awareness & Exploration
 - K-12 Internships & Apprenticeships
 - Vibrant Downtowns
 - Trails & Parks
 - None of the above
3. **Requested Amount**
If this is a multi-year request, your total here should include all years.
4. **Multi-Year and/or Match/Challenge Explanation**
If you are asking for a multi-year or match or challenge, please explain the details (i.e. how much per year for a multi-year or amount you will/have already raised.)
5. **Start Date**
When will you begin using the grant funds?
6. **End Date**
When will the funds be fully spent and the project/program complete?
7. **Community Need**
Describe the community need you intend to address.
8. **Project Description**
Describe your project and how it addresses the Community Need. Include activities and timeline.
9. **Who are you intending to serve with this grant?**
 - Provide the estimated number of people and demographics (age range, gender, ethnicity, income range, etc.) of the anticipated participants.
 - What *Elkhart County* communities (towns, cities, neighborhoods) will benefit?
10. **Goals & Impact**
 - What Impact do you hope to achieve and what measures will you use to know if the people you serve are better off because of your work?
 - Does your project align with any of the Population-Level Indicators?

COMMUNITY INVESTMENT GRANTS—2022

APPLICATION GUIDE

- How will you measure if you are doing your work well and improving its quality?
- How do you know your approach works?
- Are your methods based on a previous effort at your organization or another organization? Are they based on tested models or research?
- If you are trying something new, explain your reason for the new approach and how you arrived at your decision.

11. Participants

How do you involve participants in designing, planning, and evaluating your efforts?

12. Community Partners (non-financial)

Who are your partners in planning the work and in implementation? Describe the partnership(s).

13. Leverage

- What other financial or in-kind support have you secured for this project? What is your plan to raise additional funding?
- Will this grant help you attract other financial or in-kind support? Please explain.

14. Sustainability

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

15. Partial or Denial

What will happen with the project or program if you receive partial funding or denial?

ATTACHMENTS - UPLOADED IN PDF FORM

Project or Program Budget (Required)(3MB size limit)

Upload your project or program budget. Please include anticipated revenue and expenses, including in-kind contributions. See Sample Project or Program Budget Worksheets

Supplemental Information (2MB size limit)

Please use this upload area to provide supplemental information you want to include not previously addressed in the application. *If no supplemental information is desired, please leave this section blank.*

Requested Information (2MB size limit)

Please use this upload section to address any questions or additional information a Community Foundation Program Officer specifically requested that was not previously addressed in the application. Examples may include: a development or fundraising plan, capital campaign materials, maps or renderings, photos, additional explanations, etc. *If no additional information was requested, please leave this section blank.*

ADDITIONAL ORGANIZATION INFORMATION

Requested for new organizations and/or requests over \$24,999.

Organization Budget (5MB size limit)

- Upload a document that shows the organization's revenue and expenses for the last year and the current year compared to the established budget. This is also known as an income statement, profit and loss statement, or statement of activities.

Statement of Financial Position (Balance sheet) (8MB size limit)

Board of Directors (1MB size limit)

Mission Statement (1MB size limit)