Eligibility

1. Organizations classified as nonprofits, tax-exempt public charities, by the Internal Revenue Service serving Elkhart County residents are eligible to apply. Most will be identified as a 501(c)(3) under the IRS Tax Code. However, other institutions, such as schools, municipalities, governmental units, or chambers of commerce, may also qualify. Religious organizations can apply for non-proselytizing programs that 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 characters 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
     - Career Awareness & Exploration (Grades 4-12)
     - Internships & Apprenticeships (Grades 4-12)
     - Vibrant Downtowns
     - Parks
     - None of the above

3. **Requested Amount**
   If this is a multi-year request, your total should include all years.

4. **Multi-Year and/or Match/Challenge Explanation**
   If you are asking for a multi-year, match, or challenge, please explain the details (i.e., how much per year for a multi-year or the 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 entirely 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 a community need. Include activities and timeline.

9. **Who do you intend 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**?
    - How will you measure if you are doing your work well and improving its quality?
    - How do you know your approach works?
    - If this is a program you are currently providing, please share what impact has been achieved and examples of success.
    - If you are trying something new, explain your reason for the new approach and how you arrived at your decision. Include data if you are using a tested model or research-based approach.

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 efficiency, reduce cost or improve 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. The project or program budget must 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 that is 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](#). An organizational budget is also called 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)