



# 2011 Grant Application Guidelines

These guidelines apply to applications for funding from the Starke County Community Foundation's Unrestricted Funds.

The Starke County Community Foundation  
is a fund affiliate of the  
Northern Indiana Community Foundation, Inc.

## Organizations Applying for a Grant

The **minimum** amount that can be requested during this granting cycle is \$500.00. The Starke County Community Foundation (SCCF) makes grant determinations in November of each year:

## Schools or Teachers Applying for a Grant

The **maximum** amount that can be requested by schools is \$500.00. School systems eligible for applying are: Knox, North Judson-San Pierre and Oregon-Davis School systems.

## Applications are due September 30<sup>th</sup> 2011.

Applications received after the due date will not be considered.

Grant seekers must use the following application form provided by the Foundation. You may download this application from the Starke County section of the Foundation website located at: <http://www.nicf.org>

## The geographic area we serve

Starke County and the communities thereof.

## Grantmaking areas of interest

- Community Development
- Education
- Health & Human Services
- Youth
- Environment & Recreation
- Arts & Culture

**Note:** Confirmation postcards will be sent for all grant proposals received. Those who submitted a grant application and did not receive confirmation within one week should contact the NICF Office. You may be asked to give an interview with the Starke County Community Foundation Grant Committee or be asked to provide more information about your project.

## Before you apply

We encourage you to contact the Program Coordinator at the Northern Indiana Community Foundation, Inc. to discuss your project.

## For more information:

Contact the NICF office toll free at 877.432.6423, visit us at 715 Main Street, Rochester Indiana 46975, or visit us on the web at [www.nicf.org](http://www.nicf.org).

## The Community Foundation favors activities that:

- Reach a broad segment of the community, especially those citizens whose needs are not being met by existing services that are normally expected to be provided by private rather than government sources
- Request seed money to realize innovative opportunities to meet needs in the community
- Stimulate and encourage additional funding
- Promote cooperation and avoid duplication of effort
- Help make a charitable organization more effective and efficient and better able to be self-sustaining
- One time projects or needs

## The Community Foundation places a lower priority on the following, which is less likely to receive funding.

- Projects where Starke County Community Foundation is the sole funder
- Reduction of debt
- Grants to individuals
- Travel
- Attendance at conferences, seminars or other projects
- Programs that fall more appropriately under government funding, such as operating expenses for public schools and police or fire protection

## The Foundation will not consider grants for:

- Religious organizations for the sole purpose of furthering that religion (this prohibition does not apply to funds created by donors who have specifically designated religious organizations as beneficiaries of the funds)\*
- Political activities or those designated to influence legislation
- National organizations (unless the monies are to be used solely to benefit citizens of Starke County)
- Grants that directly benefit the donor or the donor's family
- Fund-raising projects
- Contributions to endowments.\*

\*These guidelines are for the Foundation's Unrestricted Funds, from which competitive grants are awarded. Please contact us for information on other funds held by the Foundation

## Northern Indiana Community Foundation, Inc.

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Fax: (574) 224-3709 • [terri@nicf.org](mailto:terri@nicf.org) • [www.nicf.org](http://www.nicf.org)

# STARKE COUNTY COMMUNITY FOUNDATION

A FUND AFFILIATE OF THE  
NORTHERN INDIANA COMMUNITY FOUNDATION, INC.  
P.O. Box 807, 715 Main Street  
Rochester, Indiana 46975  
574.223.2227 | Toll Free 877.432.6423



## GRANT APPLICATION

for funding from the Community Foundation's unrestricted funds.

Application deadline is September 30<sup>th</sup> 2011

Organization Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Director of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Type of organization (please check):

501 (c) (3) - Attach a copy of the IRS determination letter.     Governmental Entity     Other: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(a person other than the person signing above)

Name and title of person making application: \_\_\_\_\_ Phone: \_\_\_\_\_

Please specify the amount of your request:

Brief summary of your request:

### FOR OFFICE USE ONLY:

Arts & Culture    Education    Environment/Recreation    Community Development    Health/Human Services    Youth

**1. Overview of organization:**

- (a) Establishment date and brief history.
- (b) Principal services, purposes and mission.
- (c) What population (age, geography, income level, other) does your organization serve?
- (d) Corporate ownership and formal affiliations.
- (e) Collaboration, partnerships and joint ventures as it relates to this project.

**2. Describe your project in more detail:**

- (a) Explain or describe the need for the project/program for which you are seeking funding. Also: What sources of verification can you site to verify this need? (i.e. statistics, regulations, surveys, etc.)
- (b) Describe how this project/program will address the identified need. (This is an opportunity for you to explain how your program will work).
- (c) The organization's ability to carry out this project
- (d) Your proposed timeline.

**3. Please explain the expected benefits of this grant**

(a) How will you measure and assess the benefit and impact of your project? (i.e. A follow-up assessment, some benchmark by which you can chart your progress, etc.)

(b) Who will be served, benefited or impacted? Quantify.

(c) How your organization will benefit.

4. If application is for new service, pilot project, survey or study, explain the source of funds to carry on the project (if any will be needed) after any initial grant money is spent. Are there commitments or guarantees for these funds? If funded, do you plan to ask the Foundation for support for this project again?

5. What other area organizations are now furnishing the type of services to be performed with the funds requested? To what extent would the proposed project be a duplication of services now available?

6. Describe past and current efforts within the community to address the identified needs.

7. What public relations methods will be used to communicate to your donors/members/supporters any grant support you receive from the Foundation?

**SUMMARY OF HOW THIS PROJECT (ACTIVITY) WILL BE FINANCED**

Note: We place a lower priority on projects where Starke County Community Foundation is the sole funder.

<b>1. Source of Funds</b>	<b>Amount</b>	<b>% of Total Project</b>
From federal, state, city or county government (specify) _____	_____	_____
From other foundations (specify if these are secured or pending) _____ _____	_____ _____	_____ _____
Public contributions or donations	_____	_____
Loans	_____	_____
Your organization's contributions	_____	_____
Other sources: _____ _____	_____ _____	_____ _____
<b>Requested from Community Foundation</b>	_____	_____
<b>TOTAL SOURCES OF FUNDS</b>	_____	_____

**2. Project/Activity Expenses:** How the project money will be spent.

- Please place an \* next to the items for which you are requesting funding from the Community Foundation.
- Also list items from top to bottom in order of importance to the success of the project.

<b>Item</b>	<b>Amount</b>	<b>% of Total Project</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL PROJECT/ACTIVITY EXPENSES:</b>	_____	_____

Copies of best estimates/contractor proposals appreciated.

**3. Additional Information**

- Please list other organizations where you have applied for funding: \_\_\_\_\_
- After you have submitted your application, please inform us of any funding that you have received that would not have been included in your budget.
- If the Community Foundation is unable to provide your organization with full funding, will you still be able to provide this service or complete the project?    \_\_\_ Yes        \_\_\_ No (check appropriate response)

**REQUIRED ATTACHMENTS:**

- If your organization is a 501 (c) (3), attach a copy of your IRS Determination letter. (1 copy)
- List of names and addresses of your board of directors and staff if applicable. If you do not have a board or staff, please attach a list of names and addresses of members of your organization. (1 copy)
- Copy of your organization's operating budget and copy of your program/project budget, only if applicable. (1 copy)