



Grant Application Packet

Starke County Community Foundation

Our Grant Award Process: Please review the **Grant Guidelines** to make sure your project falls within the Community Foundation's area of granting. We encourage you to call our office and speak with the Foundation staff to talk about your project. **There are no specific deadlines. We accept proposals on a continuous basis.**

Types of Grants: Details for all grants are on page 2.

- **Impact Grants:** Impact Grants are for organizations seeking funds to support large projects that are over \$10,000. First Step is to submit a Letter of Intent.
- **Community Support Grants:** Organizations seeking grants in the range of several hundred to several thousand dollars.
- **Community Education Grants:** For public schools/teachers in the Starke County.
- **Field of Interest Grants:** Two grants – one for Indiana history and one for alternative agriculture projects.
- **James R. Hardesty Leadership in Philanthropy Awards:** For individuals, and charitable organizations that serve Starke County, Indiana.

Granting Guidelines: These guidelines are for Community Support Grants. The geographic area we serve is Starke County and the communities thereof.

Grant making areas of interest are:

- Education • Health • Human Services • Arts & Culture • Environment • Civic • Recreation

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:

- 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. *(schools should complete a Community Education Grant)*

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
- Contributions to endowments.* *These guidelines are for the competitive Community Support Grants.

Deadlines: We accept applications on a continuous basis. There are no specific deadlines. However, please keep in mind that it takes approximately four to six weeks to review proposals and inquiries and to contact you with an initial response. If you do not receive acknowledgement of your funding request, or have not received a status update after six weeks, please send an email to the attention of Corinne Becknell Lucas at corinne@nicf.org.

Impact Grants: For Projects over \$10,000. The first part of the application process is to submit a Letter of Intent Form and one-page project summary that briefly describes the project for which you are seeking funds. **You will find the form for the Letter of Intent on page 3 of this document.** Applicants will be notified in writing if they are encouraged to submit a full proposal, or that their project is unlikely to be funded. A grant proposal form will be mailed to you.

Community Support Grants: For projects needing several hundred to several thousand dollars. This application is for organizations seeking grants in the range of several hundred to several thousand dollars per grant. These grants are designed to be awarded to several organizations and provide support throughout the community. **Please Review your project in consideration of the Grant Guidelines on page 1. The application can be found on page 4 of this document.**

Community Education Grants: This application is for schools or teachers in the Knox, North Judson-San Pierre, and Oregon-Davis School systems. The maximum amount that can be requested is \$1,500.00 for each school system. **The application can be found on page 11 of this document.**

Field of Interest Grants: Grants are for a specific charitable purpose. There are two such grants and they are: **Robert 'Boom Boom' Baker Alternative Agriculture Grant** is to award grants to programs or projects that encourage or support alternative agriculture within Starke County. The grant can be for used for continuing education in addition to programs and projects. Grant amount available is \$1,000.00. **The application can be found on page 12-13 of this document.**

The Maude Brown and Henry F. Schricker Endowment provides support to all Starke County fourth-grade or above students for projects regarding Indiana history and social studies. Further purposes include, but are not limited to, collaborative projects involving Indiana History events as the major focus, good government days, courtroom visits, and field trips to Indiana museums. Grant amount available is \$400.00. **The application can be found on page 14 of this document.**

James R. Hardesty Leadership in Philanthropy Award: This is the third year for this annual award that bears the name of an amazing local philanthropist. The award alternates between highlighting the achievements of an outstanding individual philanthropist and an effective and worthwhile organization that makes an impact in the community. The 2018 award will be given to an organization. **The application can be found on page 15 of this document.**

Confirmation will be sent for all applications received. Those who submitted an application and did not receive notification within one week should contact the NICF Office. You may be asked to give an interview with the Grant Committee or be asked to provide more information about your project. Site visits will be conducted by the Grant Committee.

You are strongly encouraged to contact Corinne Becknell Lucas, Associate Director at the Northern Indiana Community Foundation, Inc. to discuss your project before application submittal. Call 574-223-2227, toll free at 877-432-6423, or email corinne@nicf.org.



STARKE COUNTY COMMUNITY FOUNDATION

A FUND AFFILIATE OF THE
NORTHERN INDIANA COMMUNITY FOUNDATION, INC.



IMPACT GRANT LETTER OF INTENT

Prior to submitting a full Impact Grant Proposal, this Letter of Intent and a one-page project summary must be submitted and reviewed by the SCCF grant committee. Applicants will be notified in writing if they are encouraged to submit a full application or that their project is unlikely to be funded. Impact Grants are for organizations seeking funds to support a large project over \$10,000.

Organization Name: _____

Organization Mailing Address: _____ Email: _____

_____ Fax: _____

Website: _____

Contact Person: _____ Title: _____

Daytime Telephone: _____ Other Phone: _____

Year Organization was formed: _____ Federal ID #: _____

Geographical Area Served: _____

Project Name: _____

Project Dates: _____ Estimated Number of People Served: _____

Dollar Amount Requested: _____

Director: _____ Director Signature: _____
(printed)

Date: _____

Board Officer: _____ Board Officer Signature: _____
(a person other than the person signing above -- printed)

Date: _____

Northern Indiana Community Foundation, Inc.

227 East 9th Street, P.O. Box 807

Rochester, Indiana 46975

(574) 223.2227 | Toll Free (877) 432.6423

www.nicf.org | corinne@nicf.org | Corinne Becknell Lucas, Associate Director

Letter of Intent and one page project summary must sent by mail, email, or delivered to the NICF address above.



Community Support Grant

Starke County Community Foundation

227 East 9th Street, P.O. Box 807

Rochester, Indiana 46975

(574) 223.2227 | Toll Free (877) 432.6423

COMMUNITY SUPPORT GRANT APPLICATION

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:

1. Overview of organization:

(a) **Attachments:**

- If you are a 501 (c) (3) organization, attach a copy of your IRS Determination letter.
- Attach a 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.

(b) Establishment date and brief history.

(c) Principal services, purposes, and mission.

(d) How many of your board members are age 30 and under, and how many are 50 and under? Are you actively recruiting younger people to secure age-diversity on your board?

(e) What population (age, geography, income level, other) does your organization serve?

(f) Corporate ownership and formal affiliations.

(g) Collaboration, partnerships, and joint ventures as it relates to this project.

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 will your organization benefit?

4. If application is for a 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. Are you aware of any other organizations providing similar services? If so, will you be collaborating with other organizations?

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?

8. Do you have any legal issues associated with the project? If yes, briefly explain.

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.

| 1. Source of Funds | Amount | % of Total Project |
|--|---------------|---------------------------|
| 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: _____ _____ | _____ | _____ |
| Requested from Community Foundation | _____ | _____ |
| TOTAL SOURCES OF FUNDS | _____ | _____ |

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.

| Item | Amount | % of Total Project |
|---|---------------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| TOTAL PROJECT/ACTIVITY EXPENSES: | _____ | _____ |

Attach copies of best estimates, contractor proposals or any information that will help the committee understand your project. (one copy)

3. Additional Information
 • Please list other organizations where you have applied for funding:

REQUIRED ATTACHMENTS:
 Copy of your organization's operating budget and copy of your program/project budget if applicable.



227 East 9th Street, P. O. Box 807
Rochester, Indiana 46975
Phone: (574) 223-2227 ♦ Toll Free: (877) 432-6423
Fax: (574) 224-3709 ♦ www.nicf.org

Verification of Charitable Use of Funds

We verify, that as a duly appointed representatives of an organization that is not a 501(c)(3) corporation, we will use any and all funds received through the Northern Indiana Community Foundation for charitable purposes.

If at any time, the Grant Committee or Board of the Northern Indiana Community Foundation, Inc. determines that the funds distributed to our organization were not used in a charitable manner, we agree to repay those funds to the Northern Indiana Community Foundation, Inc. for redistribution to an organization that will use them in a not-for-profit manner.

Funds will be used for activities as outlined in the attached application.

Name of Organization

Printed name of duly appointed representative and title held within the organization

Signature

Date

Printed name of duly appointed representative and title held within the organization

Signature

Date

Starke County Community Education Grant

Community Education Grants are specifically for schools or teachers in the Knox, North Judson-San Pierre, and Oregon-Davis School systems. **Awards are \$1,500.00 for each school system.**



Projects can be focused in any subject area. In general, grants are awarded to ideas implemented during the regular academic school day and year. However, teachers may apply for funding for extra-curricular projects that are curriculum based. Religious-based projects will not be funded.

Name of School: _____

Person Applying/Title: _____

Email: _____ Phone: _____

Date Submitted: _____ Amount Requested: _____ Number of Students: _____

Grade Level/Subject: _____

Project Title: _____

Projected Timeline: _____

Principal's Signature or Approval: _____ Date: _____

Attach as a separate document:

- A description of the project including goals and objective.
- Any additional information about the project, invoices, or receipts.

Budget Worksheet

| Materials Needed: | Quantity: | Cost Per Item/Set: | Total: |
|-------------------|-----------|--------------------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Project Total: _____

Amount Requested: _____

Starke County Community Foundation Field of Interest Fund Application

Robert 'Boom Boom' Baker Alternative Agriculture Grant



The purpose of the **Robert 'Boom Boom' Baker Alternative Agriculture Grant** is to award grants to programs or projects that encourage or support alternative agriculture within Starke County. The grant can be for used for continuing education in addition to programs and projects. **Grant amount available is \$1,000.00**

Name of Organization: _____

Name & Title of Grant Contact: _____

Address/City/State/Zip: _____

Phone / Alternate Phone: _____

E-mail: _____ Website: _____

Program/Project Title: _____

Required Documents

- This completed application.
- Narrative:

Use the following questions, answering in order, to tell us more about your project. Please limit your narrative to two pages. List each question and answer in order. Attach as a document along with this application and all other documents.

1. Describe the project concisely.
2. State the issues or need that the project will address. How many people will benefit?
3. Describe how this request fits with your goal or mission.
4. If only partially funded by the Community Foundation, would the project/activity still occur? If yes, list the other sources of additional funding and the anticipated dollar amounts allocated.
5. How will this project be sustained? If applicable, describe long-term strategies for funding the project.
6. How do you collaborate with other entities around this issue/project?
7. Project Design and Organization: Describe, or attach plans with features of the project design. Include how you will organize the project to accomplish your goals and objectives.
8. Include items that will describe your project in more detail for the committee. This could be brochures, programs materials, etc.

Is your organization a 501(c)(3)? Yes No *(If No, provide name of 501(c)(3) fiscal sponsor or complete the Verification of Charitable Use of Funds on page 13)*

Fiscal Sponsor Name: _____

Address/City/State/Zip: _____

Is this an educational institution project? Yes No

If yes, then please state name of school club or organization: _____

If yes, Grade or Grades involved: _____ Number of students to benefit: _____

Anticipated date or dates of the project: _____

Entire cost of project: \$ _____ Amount requested: \$ _____

Name of Applicant: _____

Signature: _____ Date: _____



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Funds will be used for activities as outlined in the attached application.

Name of Organization

Printed name of duly appointed representative and title held within the organization

Signature

Date

Printed name of duly appointed representative and title held within the organization

Signature

Date

Starke County Community Foundation Field of Interest Fund Application

Maude Brown and Henry F. Schricker Endowment Grant



The purpose of the Maude Brown and Henry F. Schricker Endowment Grant is to provide support to all Starke County forth-grade or above students. The proceeds of this fund will be awarded to Starke County Schools to benefit grades 4-12 and to be used for projects regarding Indiana history and social studies. Further purposes include, but are not limited to, collaborative projects involving Indiana History events as the major focus, good government days, courtroom visits, and field trips to Indiana museums. **Grant amount available is \$500.00**

Date: _____

Name of School: _____

Teacher Contact/Project Supervisor: _____

Grade Level/Subject: _____ Number of Students: _____

Project Title: _____

Projected Timeline: _____

Principal's Signature or Approval: _____

Entire cost of project: \$ _____

Amount requested: \$ _____

If the amount of funding from the Maude Brown and Henry F. Schricker Endowment is less than the amount requested, is there additional funding for the project or event so that the project/event does not get cancelled?

Yes No

If yes, list other sources of funding below:

Where: _____ How Much: \$ _____

Where: _____ How Much: \$ _____

Briefly Describe Project Below:

James Hardesty Leadership in Philanthropy Award Nomination Form

The James R. Hardesty Leadership in Philanthropy Award celebrates outstanding achievement by individuals and charitable organizations that serve Starke County, Indiana.

James R. Hardesty's life of giving made a significant impact on the Starke County community in which he lived. He established endowment funds that benefit Starke County forever, and encouraged others to do the same. Jim's philosophy of giving was stated simply and poignantly; "If you can't do a lot, do what you can." Jim's contributions to the Community Foundation make up the largest to date, from a single donor in any of the three counties that the Northern Indiana Community Foundation serves.

This will be the third year for the annual award that alternates between highlighting the achievements of an outstanding individual philanthropist and an effective and worthwhile organization that makes an impact in the community.



James Hardesty Leadership in Philanthropy Award Categories and Nomination Process - Any individual or organization may nominate a philanthropist or organization to receive the award.

Philanthropist Leadership Award: An individual with a proven record of exceptional generosity through direct financial support for the past year or several years. He or she should be an individual whose outstanding civic and charitable responsibility have encouraged, inspired and motivated others to take philanthropic leadership roles in the community.

Outstanding Organization Leadership Award: An outstanding charitable organization serving the citizens of Starke County. Organizations are judged on mission, impact, and success.

The Selection Process: The recipient is selected by the Starke County Community Foundation. Nominations will be reviewed with one winner selected. For those not chosen, nominators are welcome to resubmit in subsequent years. The recipient will be honored at the Community Foundation's Community Impact Reception.

Complete the information below along with a biographical profile of the nominee, including a summary of the nominee's achievements and contributions that meet the specific criteria for this award. This may take the form of a letter that addresses the key criteria described below.

NOMINEE

Name: _____

Organization and Title (optional): _____

Address/City/State/Zip: _____

Telephone/E-mail: _____

NOMINATOR

Name: _____

Organization: _____

Address/City/State/Zip: _____

Telephone/E-mail: _____