

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.**

Levels of Granting:

- **Impact Grants:** Impact Grants are for organizations seeking funds to support large projects that are over \$20,000. First Step is to submit a Letter of Intent. *See Page (3)*
- **Community Support Grants:** Organizations seeking grants in the range of several hundred to several thousand dollars. *See Page (4-10)*

Granting Guidelines: These guidelines are for Impact and Community Support Grants. The geographic area we serve is Fulton 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 currently being met.
- 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 the Fulton County Community Foundation is the sole funder.
- Grants to any organization for the purpose of maintaining an on-going operating budget or for public schools.

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 Fulton County)
- Grants that directly benefit the donor or the donor's family.
- Contributions to endowments, except in the case of Sustainability Awards.

**Please contact us for information on other grant funds held by the Foundation*

Deadlines: We accept applications and proposals 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: 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: This application is for organizations seeking smaller programming 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.

The application can be found on page 4 of this document.

Confirmation postcards will be sent for all Community Support Grant applications received. Those who submitted an application and did not receive confirmation 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 submitting your Letter of Intent Form at 574-223-2227, toll free at 877-432-6423, or email corinne@nicf.org.

Please Review your project in consideration of the Grant Guidelines mentioned on page 1.



FULTON 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 FCCF 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 \$20,000.

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

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



FULTON COUNTY
**COMMUNITY
 FOUNDATION**
 A FUND AFFILIATE OF NICF

Community Support Grants:

Fulton 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

for smaller grant requests

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) Organization's establishment date and brief history.

(c) Principal services, purposes, and mission.

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

(e) Corporate ownership and formal affiliations.

(f) 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 Fulton 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:

 - 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:

- 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