

Johnson County Community Foundation
Unrestricted Grants Program Policies
(Adopted by the JCCF Board of Directors on January 18, 2017)

The Johnson County Community Foundation is a tax-exempt public charity governed by a volunteer Board of Directors broadly representative of the Johnson County community. The Mission of the Community Foundation is to enhance the quality of life for all citizens of Johnson County, now and for generations to come, by building community endowment, addressing needs through grantmaking including scholarships, and providing leadership on key community issues.

The Community Foundation holds a variety of funds that make grants to a broad range of charitable agencies and programs. Usually these grants are made from the investment income earned on permanently endowed funds.

These grant guidelines and policies apply only to the unrestricted philanthropic funds in the Community Foundation and not to those funds for which donors have directed the use of a particular fund to a specific charitable purpose. Those funds are administered separately.

Annual Grants Program Procedures

Only nonprofit charitable programs and projects that serve the Johnson County community are considered for funding. Grant information and applications can be obtained at the Foundation's office or by calling (317) 738-2213.

Decision-making Process

Committee Structure

A committee made up of community volunteers and members of the Foundation's Board of Directors evaluates each application. Members are selected to represent the broad geographic and professional diversity of the Johnson County community. The Board of Directors makes every effort to appoint committee members who will be unbiased and fair in evaluating proposals. The Committee is made up of up to 12 people, JCCF Board Members will comprise a minimum of one-third of the committee, while not exceeding half, with the committee chair being a member of the Foundation board. Members will serve nonrenewable four-year terms beginning January 1, of current year. A previous member may be re-appointed to the committee after one year's absence.

Committee members may visit the applicants at their facilities or location where a project/program will occur, and may contact others familiar with the organization and the need which the application addresses. The applicant may also be asked to meet briefly with the committee to discuss the project.

After evaluation, the Committee makes recommendations to Board of Directors, to approve final funding awards.

Occasionally the Grants committee may suggest that a decision on an application be postponed.

Conflicts of Interest. Because Board and committee members are active in the community, potential conflicts of interest may arise from time to time. It is the Foundation's policy to deal with any conflicts of interest as openly as possible. A conflict of interest is defined as any activity or interest that may cause bias for or against a particular grant being considered. Committee and board members will disclose in writing and discuss potential conflicts and answer relevant questions. Once a conflict is disclosed, members may, if appropriate (as determined by the Board or Committee), abstain from further consideration of a particular grant. (see Conflict of Interest Policy)

Grant Guidelines, Policies and Evaluation Criteria

Guidelines

Preference will be given to proposals that:

- Address priority community concerns
- Are change-oriented and problem-solving in nature
- Will have the greatest benefit per dollar granted
- Have the potential of leveraging additional grants from other sources such as government and other foundations
- Assist grant recipients to achieve certain objectives

Policies

- Grants will be made only to nonprofit charitable organizations.

- Grants will be made only to organizations that provide for a responsible nonprofit fiscal agent and adequate accounting procedures
- Grants will be made only for projects/programs that are certified in writing by the chair of the organization's government body.
- Grantees must submit final grant evaluations reports in a timely manner. If reports are delinquent from a previous grant current applications will not be considered.

The Foundation generally does not make grants for the following:

- Individuals (scholarship programs are announced and administered separately)
- Routine or on-going operating expenses, including conferences
- Existing obligations or deficit funding
- Annual appeals or membership contributions
- Tours and trips for individuals or groups
- Support of public or private educational institutions as required by law, except in special situations where support is essential to projects/programs that meet critical community needs
- Sectarian purposes that promote religious doctrine or require religious participation; this does not preclude considerations for nonsectarian educational, health and human services programs undertaken by religiously affiliated organizations
- Programs and services that are typically the funding responsibility of a federal, state, or local government
- Capital requests for planning, construction, renovations, or acquisition of land, unless there is strong evidence that the program is a community priority and JCCF funding is pivotal to its success or ability to leverage other resources
- Medical research
- Political purposes
- Endowment building
- Athletic leagues, teams, clubs, or other similar groups
- Repeat funding of programs supported through prior unrestricted cycle grants

Evaluation

In evaluating grant proposals the Foundation gives consideration to:

Project Quality: established community need, expected benefits, planning, similarity to other programs, reasonableness of budget and grant request, other expected funding sources, potential to leverage other grants.

Community Impact: number of people affected, potential impact, demonstrated community need/desire for the project, collaboration with other organizations, volunteer commitment to the project.

Project Management: staff and board experience, organizational ability to carry out the project, mission-appropriate, long-range plan for the project and the organization, future of the organization.

The Foundation also takes into account whether the Foundation has adequate resources to effectively respond to the request.

The Annual Grants Programs may change from time to time. Applicants are encouraged to contact the Community Foundation prior to submitting an application to be certain their proposal qualifies for funding.

Adopted by the Johnson County Community Foundation Board of Directors on March 19, 2014 and amended on January 18, 2017.



Bill Kiesel, Board Chair