



**THE COMMUNITY FOUNDATION**  
*of Muncie & Delaware County, Inc.*

## QUARTERLY COMPETITIVE GRANT GUIDELINES REVISED JUNE 2017

### PROGRAM INFORMATION

The Quarterly Competitive Grants program meets the mission of The Community Foundation to exercise leadership in directing resources to enhance the quality of life for residents of Muncie and Delaware County, Indiana. Additionally, it reinforces the Foundation's vision to impact and empower Muncie and Delaware County by enabling philanthropy as a trusted community leader promoting positive change now and for generations to come.

To that end, grants are awarded in the following areas of interests: *arts and culture, community betterment, economic development, education, and human services. Community betterment includes but is not limited to recreation, public safety, neighborhood revitalization, animal welfare, beautification and preservation, environment, community well-being, and community development.* Grants are awarded from the Unrestricted Fund of The Community Foundation, named unrestricted funds, and select field of interest funds and align with the priorities established by the Board of Directors of The Community Foundation. Grants are generally awarded to 501(c)(3) organizations and may also be awarded to units of government, schools, etc., that are classified as public charities.

The Community Foundation accepts applications quarterly which are reviewed by a volunteer grants committee that make recommendations to the Board of Directors for final approval. The Foundation seeks to invest in projects and programs that address current and potential issues in our community, taking advantage of compelling opportunities for improvement and by focusing on the long term success of Muncie and Delaware County. Grants are awarded for projects and programs that work towards practical solutions and positive results for recognized community priorities.

Grant applications are encouraged for projects or programs that are one or more of the following:

- Provide a clear and compelling case for need both for the community and from The Community Foundation
- Link to pre-defined community wide goals (ex: Vision 2021) within the five broad areas of interest
- Yield substantial benefits to the community for the resources invested
- Offer the potential for lasting change for future generations
- Provide a catalyst for action and community participation
- Reach a broad segment of the community with services which are presently not provided
- Promote collaboration among two or more agencies without duplicating services
- Provide startup money for innovative programs and projects that are not duplicative
- Leverage matching gifts or additional funding from other funding sources
- Provide annual operating expenses for start-up organizations, transitional funding, or capacity building to help make the organization more effective and efficient and better able to reach sustainability
- Provide annual operating expenses for existing organizations with a proven track record of successful and effective program results and a clear and compelling need for funding from The Community Foundation

The Foundation operates without discrimination as to age, race, religion, gender, national origin, sexual orientation, disability, or that perceived as a disability in the consideration of grant requests. Likewise, the Foundation does not knowingly support programs that negatively discriminate based on the aforementioned factors.

The Foundation does not make grants to individuals, for religious purposes, for political activities, for reduction of debt or excessive budget deficits, for travel expenses, for fundraising specific events or projects, for contributions to endowments or for specific program or project expenses that are already covered by planned tax distributions received by a government agency for current year state approved budgets. The Foundation does not typically award to statewide (IN), out of state or national organizations unless the monies are to be used solely to benefit citizens of Delaware County, Indiana. The Foundation does not award grants that provide direct benefit to a donor or donor's family.

## PROCEDURES

- The Grants Committee and the Board of Directors review applications on a quarterly basis.
- Deadlines can be found on the website at [www.cfmdin.org](http://www.cfmdin.org). All LOIs and Applications MUST be submitted by 4:30pm on the day of the deadline or they will not be considered in that quarter.
- All LOIs and applications are submitted in the online grants system at <http://bit.ly/2qY1Ofv>.
- All applicants are encouraged to contact the Senior Program Officer prior to submission with questions about the grant making process or how to best craft their LOI or application.
- Both the Senior Program Officer and Grants Committee members conduct application research. Organizations should expect contact through email, phone or in-person in the time between application submission and notification. It is of vital importance to provide answers to questions and access to sites if a visit is requested.
- Notification occurs by letter approximately 6-8 weeks after full application deadlines.
- Organizations awarded a grant are required to sign a grant agreement form electronically to accept the conditions of the grant.
- Organizations awarded a grant are required to sign a request for distribution form electronically to receive payment.
- Organizations awarded a grant are required to submit a post grant report one year after notification or two weeks prior to a new application submission.

## RULES

- First-time applicants are required to contact the Senior Program Officer to discuss grant applications prior to submission or the application may not be accepted or reviewed by the Grants Committee.
- Requests of \$25,000 or more should be submitted during the first grant cycle of the year. Applicants should contact the Senior Program Officer to discuss submitting requests higher than \$25,000 in another cycle.
- The Foundation performs due diligence for every applicant. If an organization is found to be in revoked 501(c)(3) status with the IRS at any time during the application process, the application will not be accepted or reviewed by the Grants Committee. The organization will be permitted to apply again in the same calendar year if the IRS letter of reinstatement is provided to the Foundation. Only the official letter from the IRS can be accepted.
- The Foundation appreciates timely reporting. Applications from grantees with overdue post grant reports will not be accepted or reviewed by the Grants Committee. Applications will automatically be deferred to the next available cycle with the opportunity to turn the post grant report in during the deferral period. Applications will be deferred a maximum of one grant cycle. If a post grant report is not received at least two weeks prior to the deferred cycle deadline, the application will be withdrawn. **If a valid reason exists to extend a post grant report deadline, the organization should contact the Senior Program Officer and request a variance.** If a variance is approved, the post grant report will be considered “outstanding” instead of “overdue” and the grantee will be permitted to submit an application for review.
- In general, an organization is only permitted one successfully awarded grant in a calendar year. Organizations serving as a fiscal agent for a collaborative project are permitted to apply for both the collaboration and for their own purposes. The Board approved definition of collaboration is below. If you are unsure if your application could be a collaboration, please contact the Senior Program Officer.

*Collaborative grants provide funds for a program or project that requires significant participation from two or more organizations in cooperation to fulfill the objectives of the program or project. The scope or complexity of the project will benefit from each organization’s particular expertise or provided services, and/or will enable more effective and efficient delivery of the program or services than individual organizations working alone or separately. Collaborative grants are mutually beneficial to all involved organizations; however, financial responsibility is placed on a sole fiscal agent. Collaborative efforts are not defined by referrals between agencies, networking, information exchanges, and minor altering of activities. Collaborative applications require:*

- *Jointly developed and agreed upon common goals and direction. A jointly developed structure.*
- *Shared risks and responsibility for obtaining those goals.*
- *Working together to achieve goals, using expertise and resources of each collaborator.*

**The Community Foundation of Muncie and Delaware County, Inc. Board of Directors reserves the right to alter this policy at any time in order to meet the needs of the community. Board approved 6/19/17**