

**COMMUNITY FOUNDATION OF JACKSON COUNTY, INC.
UNRESTRICTED AND FIELD OF INTEREST
RESPONSIVE GRANT PROGRAM GUIDELINES**

The Foundation

The Community Foundation of Jackson County, Inc. was established in 1992 to promote philanthropy in Jackson County. The Foundation is a community-focused organization dedicated to:

- Building visionary partnerships with donors and local service organizations,
- Trustworthy stewardship of gifts,
- Providing funds to enhance the quality of life across Jackson County,
- Being a catalyst for change in the community.

Areas of Interest

EDUCATION – Projects that support and enhance educational programs serving a broad spectrum of Jackson County residents.

ECONOMIC DEVELOPMENT – Projects that explore new ways to improve the lives of Jackson County residents through development of the county’s economic strength.

HUMAN SERVICES – Projects that support human service organizations programs and services for residents from children and youth to senior citizens.

ARTS AND CULTURE – Projects that support programs and facilities that are designed to establish diversified county cultural programs that offer widespread opportunities for participation and appreciation of the arts throughout the county.

Grant Guidelines, Policies and Evaluation Criteria

In order to most effectively fulfill its philanthropic responsibilities in Jackson County within the limits of its resources, the Community Foundation of Jackson County’s grant program will emphasize change-oriented and focused types of grants. The grant program is operated in accordance with the following guidelines and policies:

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1. Grant Guidelines

A. The Foundation's grant program will work to anticipate the changing needs of the community and be flexible in responding to them.

B. It will be change-oriented and problem solving in nature. The Foundation encourages innovative thought, program expansion, and development of capacity by area nonprofit organizations.

C. It will focus on those types of grants which will have the greatest impact per dollar granted.

D. It will encourage participation of other contributions by using matching, challenge, and other grant techniques.

E. It will encourage collaborations with other organizations in an effort to work together to enhance the quality of life in Jackson County.

F. Where possible, it will encourage other sources for funding such as government, other foundations, and associations.

G.. Where possible, it will provide incentives to grant recipients to achieve certain objectives such as becoming more efficient, increasing fundraising capabilities, delivering better products and services, etc.

2. Grant Policies

A. Grants will be made only to organizations whose programs benefit the residents of Jackson County.

B. Grants will be made only to organizations that demonstrate responsible money management and adequate accounting procedures.

C. No grants will be made solely to individuals but can be made for the benefit of certain individuals for such purposes as special programs through educational institutions and other sponsoring recipient organizations or where a sufficient "charitable class" (as defined by the IRS) exists.

D. Generally, grants will not be made to enable individuals or groups of individuals to attend seminars or take trips except where there are special circumstances of a clear benefit to the larger community.

E. No grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general community programs. Programs that include both religious components and social needs will be carefully reviewed.

F. No grants will be made exclusively for endowment purposes of recipient organizations.

G. Generally, no grant proposals will be considered by the Foundation which has been proposed by individuals for organizations responsible to advisory bodies or persons unless letters of recommendation or approval from those advisory bodies or persons accompany the grant proposals.

H. Generally, grants will not be made for programs and/or equipment that were committed to prior to the grant proposal being submitted.

I. Final grant evaluation reports will be required to be submitted by grantees.

J. No grants will be made to political organizations or campaigns.

K. No grants will be made to fund state or national fundraising efforts.

L. All grants are to be for a charitable purpose as defined by the IRS, normally organizations with an IRS 501 (C) (3) determination letter.

These grant guidelines and policies apply to the unrestricted philanthropic funds of the Foundation and not to those funds for which the donor has designated the recipient or recipients. These general guidelines will also apply to endowments in which the donor has restricted the use of the particular fund to a specific charitable purpose or geographic area. The Grant Committee will review and make recommendations concerning these grants.

3. Grant Evaluation Criteria

In reviewing grant proposals, the Foundation generally utilizes the following evaluation criteria:

A. Does the Foundation have adequate resources to effectively respond to this need?

B. Is there an established need for the program or project for which the grant is requested?

C. Is it appropriate for the Foundation to make a grant for the requested purpose, or are there other more compatible sources of potential funding?

Proposal Procedure

Phase I

The Foundation uses a formal "Grant Proposal Form" which can be obtained at the Foundation's office or from the Foundation's website, www.cfjacksoncounty.org.

Proposals which do not contain all of the requested information will not be considered by the Foundation. To facilitate the preparation of complete grant proposals, applicant organizations are encouraged to use Foundation staff assistance which is specifically made available for that purpose.

It is the general policy of the Foundation to operate without discrimination as to age, race, religion, sex, or national origin in the overall administration of the Foundation and in the consideration of grant requests from agencies and organizations.

Phase II – Review and Approval Process

The Grant Committee will meet and review the proposals received by July 31st of each year.

The Grant Committee will then make a summary presentation and recommendation to the Board of Directors at its October meeting.

The Board of Directors will review the recommendations of the Grant Committee and will vote to accept or decline each grant proposal considered by the Committee. Incomplete grant proposals or proposals from organizations that have not met reporting requirements from previous grants will not be presented to the Committee or to the Board of Directors.

Phase III – Notification

Organizations will be notified of the Board's decision as soon as possible and formal notification of acceptance or denial will be forwarded within 30 days.

The Foundation can only fund a fraction of the grant proposals that are received. In some instances, well-developed proposals falling within our guidelines must be denied due to prior funding commitments. Organizations are invited to keep abreast of the Foundation's guidelines and to resubmit proposals when appropriate.

Organizations or agencies submitting a successful grant proposal will be required to sign a Grant Agreement that specifies program and financial reporting requirements and details any additional requirements such as matching funds. Organizations that do not sign agreements will not have their grant proposals funded. Organizations who fail to comply with reporting requirements will not be allowed to submit future proposals to the Grant Committee.

All requests for grants or other information about the Foundation should be sent to:

The Community Foundation of Jackson County, Inc.
P.O. Box 1231
107 Community Drive
Seymour, IN 47274
Phone: 812-523-4483
info@cfjacksoncounty.org