

COMMUNITY FOUNDATION OF SOUTHERN INDIANA
Amended Grant Program Guidelines and Policies
Approved 11.16.17

The Community Foundation of Southern Indiana (the “Foundation” or “CFSI”) exists to serve as the partner, resource and steward of philanthropy in our community, building enduring charitable resources to positively impact our community. From its unrestricted assets and individual funds, the Foundation makes grants of over \$1 million each year in the local community to benefit nonprofit organizations, projects and initiatives that seek to improve the quality of life within our community and our region. Many grants are awarded through one of the following Grant Programs. 1) Community Grants: competitive grants that fall into two categories – Assist Grants and Catalyst Grants – which are funded by the Foundation’s Community Impact Fund; 2) Youth Philanthropy Council Grants: competitive grants funded by the Youth Philanthropy Council Endowment Fund; 3) Emergency Grants: grants funded by the Community Impact Fund. In addition, the Foundation Board of Directors may from time to time identify specific community projects or programs that may be funded from the Community Impact Fund.

The Foundation plays an important role in the community in many ways including being a permanent financial resource for philanthropy. Understanding what the community identifies as priorities and further addressing the specific needs within these priority areas is very important to the Foundation Board of Directors in carrying out its role as steward of the charitable funds entrusted to us by our donors. In 2015 the Community Foundation, in partnership with the IU Southeast Applied Research and Education Center, released the ***2015 Assessment of Needs and Priorities in Clark and Floyd Counties***. This report provides a comprehensive guide to the area’s shared priorities and needs as identified by the people who live and work in Clark and Floyd Counties. The full report can be found on the Foundation’s website <http://cfsouthernindiana.com>. The Foundation remains committed to understanding the most pressing needs in the community to insure that grants made from the Community Impact Fund have the greatest impact and are moving the needle in terms of improving the quality of life for residents of Clark and Floyd Counties.

Grant Programs.

In order to fulfill most effectively its philanthropic responsibilities within the limits of its resources, the Community Foundation's grant programs operate in accordance with the following processes, policies and guidelines.

Community Grants Program

For the Community Grants Program, the Foundation currently offers grant opportunities at two levels.

1. Community Assist Grants

- Provides support for a program or activity through a one-time grant with a grant value of \$1,000-\$5,000. For examples of previously funded Assist Grants please visit the Foundation website at www.cfsouthernindiana.com.
- To be considered for funding, applicants must submit the online application available at www.cfsouthernindiana.com.

2. Community Catalyst Grants

- Provides support for a program or project that is more detailed and strategic to the organization with the potential for a much bigger impact on the target population in the community with a grant value of \$5,001-\$15,000. For examples of previously funded Catalyst Grants please visit the Foundation website at www.cfsouthernindiana.com.
- To be considered for funding, applicants must submit an online Letter of Intent. If selected to proceed in the application process, a full application and potentially an in-person interview will be requested.

Youth Philanthropy Council Grants Program

The Youth Philanthropy Council ("YPC") generally considers requests which support youth development. More specifically, the YPC typically funds youth related programs,

projects, and initiatives supporting other youth in Clark & Floyd Counties. Grants are typically \$1,000 or less. Applicants must submit an online application.

Emergency Grants

The Foundation understands that from time to time an unanticipated and urgent crises may require a grant request outside of the Competitive Grants or YPC Grants programs. These requests will only be considered by the Foundation if it is determined that the request constitutes an “emergency” in the sole discretion of the Foundation. The Emergency Grant application can be found on the Foundation website at www.cfsouthernindiana.com. To be qualified for consideration, emergency grant requests must meet the following criteria:

- The request is time-sensitive in nature and could not have been predicted or reasonably planned for; or
- The request is to support a true community emergency need or an emergency need of an agency, such as essential equipment repairs, that would prevent it from carrying out its primary mission.
- The Board authorizes staff to make initial determination of eligibility for an emergency grant. If staff determines the request is qualified, a recommendation concerning the awarding of the grant will be presented to the Board or Executive Committee for a majority vote to determine approval. Such approval may be given by email, pursuant to the Foundation’s Bylaws, if the next regularly scheduled in-person meeting of either the Board or Executive Committee is not near enough in time to accommodate the emergency nature of the grant request.

Board Discretionary Grants

From time to time the Foundation Board of Directors may identify specific community projects, programs, or initiatives that they may choose to fund. There is not a competitive application process for these types of grants. Board Discretionary Grants are awarded in the sole discretion of the Foundation Board and are intended to be more proactive and strategic in nature.

Grant Policies.

The Foundation Grants Committee and Board of Directors may, from time to time, consider exceptions to this policy. For grants made through any of the Foundation's Grant Programs, the following policies will apply:

1. **Geographic Restrictions:** Typically, grants will be made only to organizations whose programs benefit the residents of Clark and/or Floyd Counties. The Board may, from time to time, in its sole discretion, consider grants that have a primary benefit outside Clark and Floyd Counties.
2. **Tax Exempt Status:** Grants from the Community Foundation must meet legal and tax requirements and may be made only to organizations determined by the IRS to be a 501(c)(3) public charity. The Foundation will only accept grant applications from an agency that has been in business a minimum of two years as verified via the Office of the Secretary of State or by other means. Applicants must be listed in good standing on the IRS Publications 78 and/or the Business Master File and must have completed the annual filing with their Secretary of State. Schools, religious organizations, some civic organizations and local government units may be exempt from this requirement. In specific situations and with advance approval the Foundation may, from time to time, issue a grant to a non-501c3 public charity or exempt organization for which it must undertake expenditure responsibility in order to meet legal and tax requirements, but this exception does not include grants made through the Community Grants Program, Youth Philanthropy Council Grant Cycle, or Emergency Grants.
3. **Litigation:** If an applicant organization is currently (or has in the past twelve months been) involved in any litigation or inquiry from a state or federal regulatory agency that may have an impact on the organization's operations, disclosure in the CFSI grant application is required. The organization must explain in the application the details of the litigation.

4. **Number of Applications Per Year Per Applicant:**

a. Successful Applications. Grantees are limited to only one application in any fiscal (July 1 – June 30) year in which a grantee is successful in receiving funding through the Community Grants Program. Application is limited to either an Assist Grant or a Catalyst Grant but not both.

b. Unsuccessful Applications. Applicants who are denied an award for an Assist Grant in any given review period of the fiscal year that wants to be considered for the next review period must submit a new application. Applicants who are denied an award for a Catalyst Grant in any given review period that wants to be considered for the next review period may, without creating a completely new application, submit a written request to roll over their application to the next review period for consideration, with the opportunity to modify the application to update information.. The form used to request this rollover can be found on the Foundation website at www.cfsouthernindiana.com

5. **Previously Funded Organizations:** An organization that receives a grant award from the Community Grants Program will not be eligible to apply for another grant for 12 months after the award date. An organization receiving a Board Discretionary Grant and/or multi-year grant will not be eligible until after the final payment of the grant.

6. **Matching Funds:** Grant applications that seek Foundation funding to leverage the participation of other contributors by using challenge, matching, or similar grant techniques, are encouraged. Payment of CFSI matching grants will be made only after the required matching funds are obtained by the grantee organizations and verified in writing to the Foundation.

7. **Other Funding Sources:** Applicants are reminded of the importance of declaring other successful applications and sources of funding to support their project. This provides an opportunity to demonstrate additional efforts in obtaining funding. Non-disclosure of other sources of funding for the project may result in the disqualification of the application or grant.

8. **Grant Agreement:** Grantees are required to complete a grant agreement with the Foundation. Grant periods will be determined at the sole discretion of the Foundation and will be outlined in the executed grant agreement.
9. **Final Report:** Grantees are required to complete a final report and any supporting documentation in any manner required by the Foundation from time to time. Any grantee with overdue reports will not be eligible to apply for future grants until in compliance and will be prohibited from applying for any funding for a six month period beginning the day after any overdue report is submitted. The final report form can be found on the Foundation website www.cfsouthernindiana.com
10. **Fiscal Sponsor/Agent:** If an organization chooses to act as a fiscal sponsor for another organization applying for a grant, the fiscal sponsor may not also apply for a grant on its own behalf during the time that the other organization's grant is pending. The Foundation may, in its sole discretion, exempt some schools, religious organizations, civic organizations, and local government units from this rule, based on the facts and circumstances of the specific situation.
11. **Grants to Schools:** Grant applications submitted for program or projects for public or private schools are required to provide a letter of support from the school or school system (i.e. Letter from the Superintendent or letter from the Principal) and must follow Foundation policy regarding signatures, see below. Grant checks in support of public schools will be disbursed to the school corporation's central office.
12. **Grant Expenditures:** Grantees that are unable to spend or encumber the entire amount awarded or complete a majority of the funded activity within the funded grant period are required to either refund any remaining balance with an explanation or submit a grant period extension request.
13. **Grant Extensions:** Extensions must be requested before the current grant period ends. Failure to provide a timely extension request could result in forfeiture of all remaining

funds, at the Foundation's sole discretion. Timely filed extension requests shall be approved or denied in writing by the Foundation in its sole discretion. Upon the Foundation's receipt of an extension request, grantees will be notified of our decision within 10-14 business days. If approved, all funds must be expended within the time period requested and a final report filed with the Foundation in writing. If denied, all remaining funds must be returned within 30 days of notification to the Foundation. The Grant Extension Request Form can be found online on the Foundation's website at www.cfsouthernindiana.com.

14. **Grant Application Solicitation and Conflict of Interest:** Personal solicitations by applicants (or related parties of applicants) to Grants Committee members or members of the Foundation's Board of Directors are inappropriate and may result in the disqualification of the application. All Foundation board members and Grants Committee members are required to declare any personal interest in any grant application. This declaration eliminates their participation in voting on the grant application and will be recorded in the minutes as an abstention.

15. **Grant Applications:** Applications and all attachments become the property of the Community Foundation of Southern Indiana. Information contained in the grant application will be considered confidential. No copies will be made for the applicant or released to other persons unless required by law. We recommend all applicants save a copy to be retained in their files.

16. **Signatures:** CFSI Grant Applications, Agreements, Periodic Reports, Amendments, and Extension Requests require **two different** signatures of the agency at two organizational levels. One signature must be from the board chair of the governing body and the other from the executive director, senior staff, or another board member. The organization may be required to submit minutes of their meeting recording the discussion and approval of the aforementioned documents. Documents **with only one signature will not be accepted**. Current CFSI staff, board, board elect, or community volunteer members are not eligible to sign these documents.

- All county-owned entities must include a signature of the President of the Board of County Commissioners affirming the Board of Commissioners has approved the document.
- Faith-based organizations should include one signature from a member of the governing level in the church (such as an officer of the board of trustees, advisory council, or treasurer) and the board chair.
- Schools must include the signature of the chair of the school board and the school superintendent.

17. **Distribution of Funds:** Disbursements are made only to the applicant agency and no other assignment is authorized. Delivery of grant funds will be either in person by Foundation Board and/or Staff or mail. Exceptions to this method of delivery will be at the sole discretion of the Foundation.

Guidelines.

Community Grantmaking:

In reviewing grant applications, the Foundation will give careful consideration to those applications that demonstrate a need identified within a priority as outlined in the *2015 Assessment of Needs and Priorities in Clark and Floyd Counties*. This report can be found on the Foundation website at <http://cfsouthernindiana.com>

The Foundation will strive to maintain both a proactive and responsive approach in grantmaking from the Community Impact Fund.

Grant funding from the Community Impact Fund will encourage programs that enhance cooperation and collaboration among organizations within our community.

Applicants may be asked to be interviewed by the Grants Committee or representatives of the Board of Director at the sole discretion of the Foundation. Applicants will be notified in writing if an interview is required.

All applications and/or Letters of Inquiry must be submitted online through the Foundation's online application system. The Foundation strongly encourages applicants to visit the website at www.cfsouthernindiana.com and review the information provided on the Grants page.

Review periods for grant requests from any of the Foundation's Grant Programs will be at the sole discretion of the Foundation and may change from time to time. Current grant periods for the Community Grants Program are detailed below.

Community Assist Grants (\$5,000 or less) and Community Catalyst Grants (\$5,001 - \$15,000) will be reviewed quarterly and awards made in the quarter immediately following. The review periods are as follows: January 1-March 31, April 1-June 30, July 1-September 30, October 1-December 31. Deadlines to submit for each review period are the last day of the last month of the end of each quarter as outlined above.

The Community Foundation of Southern Indiana **does not typically fund:**

- Annual appeals, endowment funds, membership contributions or fundraising events
- Existing obligations, loans or debt retirement
- Reimbursement for expenses already incurred for a project, program, or initiative prior to the grant award long-term operation support
- Medical, scientific or academic research
- Individuals
- Operating and construction costs at schools, universities and private academies unless there is significant opportunity for community use or collaboration
- Projects aimed at promoting a particular religion, with the exception of projects that benefit the broader community, preserve a historical site, or respond to an immediate health or safety related problem, or construction projects of churches and other religious institutions
- Political campaigns, advocacy or direct lobbying efforts by 501(c)(3) organizations
- Services commonly regarded as the responsibility of governmental agencies and funded through tax revenues, such as fire and police protection

- Travel for individuals, bands, sports teams, classes and similar groups

Grant Application Procedures

1. The Community Foundation of Southern Indiana only utilizes an online grant application and reporting format. The application and reporting documents can be found on the Foundation's website www.cfsouthernindiana.com
2. The Community Foundation accepts grant proposals anytime throughout the year, with the exception of the Youth Philanthropy Council Grants Program which is typically open for applications one time per year in January.
3. The Foundation recruits the assistance of a diverse group of community volunteers as members of the Grants Committee.
4. The grant applications received by the Foundation are evaluated on a numerical point rating system to ensure the selection of grant recipients on an equitable basis considering, among other things, such factors as project need, project impact, organizational capacity, and financial implications. *The 2015 Assessment of Needs and Priorities in Clark and Floyd Counties* is used by Grants Committee members as a tool in reviewing and considering proposals submitted to the Foundation through the Community Grants Program.
5. After thorough grant application review and assessment, the Foundation Grants Committee will make grant award recommendations to the Foundation's Board of Directors for final grant action decisions.