



CFSI GRANT PROGRAM

GUIDELINES & FAQs

Community Foundation of Southern Indiana
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GRANT PROGRAM GUIDELINES



COMMUNITY FOUNDATION OF SOUTHERN INDIANA Grant Program Guidelines

INTRODUCTION:

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 endowed unrestricted assets and individual funds, the Foundation makes grants collectively of over \$6 million each year primarily in the local community to benefit nonprofit organizations, projects and initiatives that seek to improve the quality of life within our community and beyond.

Grants from the Foundation’s discretionary assets are awarded from our endowed Community Impact Fund through one of the following Grant Programs.

- 1) Community Assist Grants
- 2) Capacity Building Grants
- 3) Quality of Place Grants
- 4) Youth Philanthropy Council Grants
- 5) Emergency Grants.

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 as a Board Discretionary Grant.

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 pri-

orities 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.

To further our understanding, the Community Foundation of Southern Indiana worked with the Indiana University Southeast Applied Research and Education Center (AREC) to produce a current Community Needs Assessment. The first needs assessment was published in 2016 and in 2021, it was updated with a more detailed community survey, providing a closer look at public data to inform local planning and decision. The 2021 Assessment of Needs and Priorities in Clark and Floyd Counties – known as the Priorities for Progress: Assets and Aspirations in Southern Indiana 2021 – explores the community’s aspirations for building on its assets to address the area’s highest priorities and greatest challenges. It 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: www.CFSouthernIndiana.com/cna.

The Foundation uses the needs and priorities identified in the needs assessment to ensure 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.

Explanation:

• **Grant Criteria**

Grant criteria varies for each program that CFSI offers. Applications may be evaluated on one or more of the following (this is not necessarily all inclusive and criteria may change at the sole discretion of the Foundation from time to time):

• **Need**

Need being addressed by the grant application is identified in the 2021 Assessment of Needs and Priorities in Clark and Floyd Counties

• **Fiscal Capacity**

The grant applicant organization demonstrates responsible fiscal management, oversight, and performance.

• **Organizational Capacity**

The grant applicant organization exhibits sufficient support from the Board of Directors, staff, and volunteers, and all represent the communities being served.

• **Mission Alignment**

The project or program aligns with mission and priorities

• **Outcomes**

The grant application shows defined and measurable outcomes from the project or program to be funded.

6.) Community

7.) Quality of Place

Who can apply?

Organizations that:

- Are a 501(c)(3) public charity in good standing with the IRS, or charitable projects that are fiscally sponsored by a 501(c)(3) public charity in good standing with the IRS.
- Serve Clark and/or Floyd Counties in Indiana.
- Organizations that have received grants through other CFSI competitive grant programs within the last 12 months are eligible to apply for this program so long as they are in good standing and compliant with their current grant agreement and reporting requirements.

How can I apply?

To be considered for funding, applicants must submit the online application available at **www.CFSouthernIndiana.com/apply**.

The online application is available on the Foundation's grant application website year-round. If you have not applied for a grant before with CFSI, you will be asked to create an account. Your account will be created and tied to your email address. You will then select the Assist Grant Program application and click "Apply".

The Foundation's volunteer Grants Committee reviews Assist Grant applications quarterly.

Competitive Community Grant Programs

Community Assist Grants

(Available year-round; \$1,000 - \$5,000)

Assist Grants fund small requests to support projects, programs, or activities that will positively impact the community served by the nonprofit. The Foundation intends for Assist Grants to support nonprofit organizations through a one-time grant of \$1,000-\$5,000. Requests must align with the identified areas of need in the 2021 Assessment of Needs and Priorities in Clark and Floyd counties.

These areas include the following:

- 1.) Economic and Financial Well-Being
- 2.) Basic Needs
- 3.) Health and Wellness
- 4.) Children & Youth
- 5.) Older Adults

Capacity Building Grants

(Available year-round; \$5,000 - \$25,000)

Capacity Building Grants are dedicated to strengthening the internal and operational capacity of organizations and supporting nonprofits that serve both Clark and Floyd counties in Indiana.

Through the Capacity Building Grant Program, the Community Foundation of Southern Indiana is supporting nonprofit organizations' capacity so that they may continue to provide the essential services that they are uniquely positioned to offer in our community. In recent community needs surveys undertaken by CFSI in partnership with IU Southeast Applied Research and Education Center, nonprofit leaders have stated that finding funds to support their internal capacity building

is one of the biggest challenges they face, but without that support, the outward-facing programs and services they provide to our community may not be able to continue or expand to fulfill their mission. CFSI believes that by providing capacity building grant support to area nonprofits, the Foundation is helping to address the consistent capacity building concerns identified by area nonprofit leaders.

What is capacity building, and what types of projects are eligible for funding?

Capacity building grants focus not on the outward-facing, mission-based work of a nonprofit but on the inner workings of the organization. A capacity building grant recognizes the need for effective management of the organization and provides funding to support administrative systems and operations. Ultimately, these grants are intended to help build organizational effectiveness and further the success of the organization's mission. In general, capacity building grants are not about expanding an organization's services, adding a new program, or renovating a building. They are about strengthening an organization's infrastructure, management, and governance. Through these grants, the Foundation seeks to strengthen the efficiency, effectiveness and sustainability of organizations serving Clark and Floyd counties.

Eligible Types of Projects

Funding is available for specific activities or projects designed to strengthen an organization's governance, leadership, technology, programmatic evaluation and administrative capacity.



2023 Capacity Building Grant Recipients

- Strategic planning
- Board and/or staff development
- Fund development planning
- Succession planning
- Technology upgrades
- Establishing or upgrading a volunteer management system
- External communication strategy planning
- In rare cases, physical infrastructure projects may be essential to building the capacity necessary for a sustainable business model. This might include upgrades required for licensing, certification, or a quality or service rating that opens up access to revenue streams essential to a sustainable business model.

A capacity building grant is intended to allow an organization to really highlight the vision and strategic planning efforts that are in place to grow and sustain operations. Capacity Building is not a one-time effort to improve short-term effectiveness, but rather a continuous improvement strategy toward the creation of a sustainable and effective organization.

Successful Capacity Building projects do one or more of the following...

- Address issues that affect the organization as a whole, not a single program.
Example: Creation of a new strategic plan or purchase of new accounting software.
- Assist at a strategic point in time for an organization, such as a leadership transition, period of rapid growth or expansion, or significant organizational change.
Example: Leaders within the organization retiring and succession planning and leadership training is needed.
- Support upgrades or renovations that may be required for licensing, service rating, or certification.
Example: A childcare provider seeks to attain a higher Paths to Quality rating but must renovate a bathroom or some other aspect of their facility to meet the state standards. That improvement and subsequent increase in PTQ rating may be essential to financial sustainability as it increases ability to access voucher funds and other state supports.

Projects That Do Not Qualify:

Examples of what is NOT considered capacity building include, but are not limited to:

- Media campaign (e.g. printing, advertisements, radio/television, social media)
- Creating or expanding a new or existing program/service (exceptions may be made from time to time depending on the considered circumstances)
- Site relocation, general renovations, or upgrades
- Creating or contributing to an endowment
- Paying overhead expenses such as rent, utilities, etc.
- Supporting capital campaigns

Examples of Expenses Allowed:

- Professional Development
- Staff/volunteer Training
- Additional Staffing capacity with an acceptable sustainability plan
- Consulting Services for program evaluation, fund development plan, strategic planning, communication strategies, etc.
- Hardware/Software Upgrades
- Website Creation or Upgrade

Expenses Not Allowed:

- Debt paydown or payoff
- Expenses incurred prior to the grant award (exceptions may be made from time to time depending on the considered circumstances)

Other Important Considerations:

For a strong capacity-building grant application, it will be important to clearly identify the action steps you will take with the addition of the requested financial resources. It is also important to demonstrate that there are clear measurable outcomes. If the request is for additional staffing capacity, it will be important to provide a clear explanation of a sustainability plan for when this grant funding runs out.

Who can apply?

Organizations that:

- Are a 501(c)(3) public charity in good standing with the IRS, or charitable projects that are fiscally sponsored by a 501(c)(3)

public charity in good standing with the IRS.

- Serve Clark and/or Floyd counties in Indiana.
- Organizations that have received grants through other CFSI competitive grant programs within the last 12 months are eligible to apply for this program so long as they are in good standing and compliant with their current grant agreement.
- Have a request that will strengthen the organization's efficiency, effectiveness, and/or sustainability.

How can I apply?

To be considered for funding, applicants must submit the online application available at **www.CFSouthernIndiana.com/apply**. You can apply any time!

The online application is available on the Foundation's grant application website year-round. If you have not applied for a grant before with CFSI, you will be asked to create an account. Your account will be created and tied to your email address. You will then select the Capacity Building Grant Program application and click "Apply".

The Foundation's volunteer Grants Committee reviews Capacity Building Grant applications quarterly.



2023 Quality of Place Grant Recipients

CFSI Quality of Place Grants

(Once per year; up to \$150,000)

Why Quality of Place?

Southern Indiana's natural areas and public spaces are where we find renewal as individuals, celebrate as families, and gather as neighbors, friends, and co-workers. The region's unique topography and history of visionary leaders have shaped a distinctive set of amenities – the Quality of Place – that makes our region an attractive place to live, work, play, and visit. The Community Foundation of Southern Indiana is eager to engage community partners in efforts to ensure that all residents of Clark and Floyd Counties enjoy safe, accessible, high-quality parks, greenspaces, and other public venues and amenities.

The **Priorities for Progress: Assets and Aspirations in Southern Indiana 2021**, showed that improving Quality of Place is critical to both improving the health of our residents and the economic future of our communities. Because of this, the Community Foundation of Southern Indiana has dedicated staff leadership and a large portion of our annual discretionary grants budget to Quality of Place.

Priority Populations

Our Quality of Place grants prioritize projects that target people with the least access to safe, high-quality public places and amenities, especially those who have low incomes and/or who have limited transportation as well as people with physical or intellectual disabilities. When their lives are improved, our communities are more welcoming and attractive to all residents, tourists, and employers.

Priority Results

For these populations, we will work with partners to:

- Increase real and perceived safety of existing amenities (greenspaces, parks, playgrounds, trails, rivers, etc.)
- Ensure safe and affordable access to the amenities
- Enhance environmental quality and sustainability of amenities

- Increase physical activity and improve cardiovascular health through the use of amenities

Partners are encouraged to develop proposals that are based on “What Works”. “What Works” are proven strategies aligned with community priorities to improve quality of place, such as:

- Safe, accessible routes to parks and greenspaces through public transportation, sidewalks, crosswalks, bike trails, and access points
- Parks infrastructure that connects existing parks and ensures parks are safe and accessible for people with limited mobility
- Attractive programs and activities in parks or greenspaces that promote physical activity
- Safety features and amenities available in parks
- Activation of unused or underused public spaces, such as pocket parks
- Marketing and communication about activities offered in parks and greenspaces
- Advocacy and policy reform to improve air quality
- Advocacy and government partnerships around parks and greenspace planning
- Complete Streets projects
- Collaboration on funder-led projects and initiatives around parks and greenspaces

Who can apply?

Organizations that:

- Are a 501(c)(3) public charity in good



Croghan Launch Point | Clarksville, Ind.

standing with the IRS, or charitable projects that are fiscally sponsored by a 501(c)(3) public charity in good standing with the IRS.

- Serve Clark and/or Floyd counties in Indiana.
- Organizations that have received grants through other CFSI competitive grant programs within the last 12 months are eligible to apply for this program so long as they are in good standing and compliant with their current grant agreement.

How can I apply?

- The online application is available annually on the Foundation's website each year on July 1st. If you have not applied for a grant before with CFSI, you will be asked to create an account. Your account will be created and tied to your email address. You will then select the Quality of Place Grant Program application and click "Apply".
- To be considered for funding, applicants must submit the online Idea Application available by July 31st each year at www.CFSouthernIndiana.com.
- The Foundation's volunteer Grants Committee reviews Quality of Place Grant applications annually between Aug.-Sept.

This is a two-step application process. Initially, Idea Applications will be accepted from interested organizations which will initially be screened by the Foundation to determine which organizations will be invited to submit a full proposal. Full proposals will then be reviewed, evaluated and selected by the Community Foundation of Southern Indiana Board.

Youth Philanthropy Council Grants

(Once per year; up to \$1,000)

The Community Foundation of Southern Indiana Youth Philanthropy Council (YPC) is designed to encourage youth to give and serve in their

communities and to make philanthropy a habit for future generations. Annually, the YPC awards grants to nonprofits who focus on youth related activities and with programs or projects that benefit the youth of Clark and Floyd counties.

Projects should meet one of the following objectives specific to youth:

- promote healthy development and a safe environment
- provide opportunities to benefit the



2022-23 Youth Philanthropy Council

community

- develop the skills of young people or develop positive relationships between youth and adults.

While not required, there is a preference for organizations that involve youth in the planning and implementation of the program or project.

Who can apply?

Organizations that:

- Are a 501(c)(3) public charity in good standing with the IRS, or charitable projects that are fiscally sponsored by a 501(c)(3) public charity in good standing with the IRS.
- Serve Clark and/or Floyd counties in Indiana.
- Organizations that have received grants through other CFSI competitive grant programs within the last 12 months are eligible to apply for this program so long as they are in good standing and compliant with their current grant agreement.

How can I apply?

- The online application is available annually on the Foundation's grant application each year on January 1st. If you have not applied

council Grant Program application and click “Apply”.

- To be considered for funding, applicants must submit the online application by January 31st each year at **www.CFSouthernIndiana.com/apply**.
 - The Foundation's Youth Philanthropy Council reviews YPC Grant applications annually between February-March.
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Emergency Grants

(Any time; any amount)

The Foundation understands that from time to time an unanticipated and urgent crisis may require a grant request outside of the competitive grant program timelines. 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.
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Board Discretionary Grants

(Any time; any amount)

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.

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 **Priorities for Progress Assets and Aspirations in Southern Indiana 2021**. This report can be found on the Foundation website at **www.CFSouthernIndiana.com/cna**.

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

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

All applications and Idea Applications must be submitted online through the Foundation's application system. The Foundation strongly encourages applicants to visit the website at **www.CFSouthernIndiana.com** and review the information provided on the Grants page. Paper applications may be available at the sole discretion of the Foundation in extenuating circumstances.

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.

For grant programs available year-round, applications are reviewed quarterly, and awards are

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

While applications may be submitted at any time during the year, the deadlines to submit for each review period are the last day of the last month of the end of each calendar quarter as outlined above.

Grant Consideration and Process

1. Log in to CFSI online grant system at: **www.cfsouthernindiana.com/apply**
2. Select the grant program application you'd like to apply to
3. Complete the online application
4. Submit the online application
5. Application reviewed by CFSI volunteer Grants Committee

Grant Review Process

1. Staff ensures each submitted application meets eligibility criteria
2. Staff will contact organizations to obtain additional information if necessary
3. Grants Committees review applications and score using grant program specific rubrics
4. Funding allocations made based on scoring outcomes
5. Funding decisions communicated to applicants

The Community Foundation of Southern Indiana **does not typically fund (exceptions may be made by the Foundation board at its sole discretion):**

- 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
- 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

Frequently Asked Questions

DO I NEED TO TALK TO SOMEONE BEFORE APPLYING?

You are not required to talk to anyone before applying, however, if you have questions about the grant program and your proposal idea you can contact Crystal Gunther, Vice President of Community Philanthropy at 812-948-4662.

CAN MY ORGANIZATION SUBMIT MULTIPLE REQUESTS TO MULTIPLE GRANT PROGRAMS IN ONE YEAR?

You can apply to and receive funding from more than one grant program in any year. However, you cannot receive funding more than once from the same program in the same year.

IF OUR ORGANIZATION SUBMITS AN APPLICATION AND IS DECLINED FUNDING, CAN WE REAPPLY?

Yes. You can reapply.

HOW MUCH MONEY CAN BE REQUESTED FROM CFSI?

Organizations can request up to the maximum amount indicated for each program, excluding Emergency Grants. It is not uncommon for organizations to receive a partial award. Grants can range in amounts from \$1,000-\$150,000.



Beautiful As You Are (BAYA) Check Presentation

ARE THERE OTHER FUNDS THAT ORGANIZATIONS CAN APPLY TO AT THE COMMUNITY FOUNDATION OF SOUTHERN INDIANA?

The Community Foundation holds many types of funds that are set up according to individual donor intent. While we do not share information about these funds and the Donors, we do share with our Donors the unfunded grants from all of our competitive grant programs regularly.

I'M A FISCAL AGENT. CAN I SUBMIT MORE THAN ONE APPLICATION?

If you are a fiscal agent for multiple smaller organizations, the fiscal agent may not also apply for a grant on its own behalf during the time that the other organization's grant is pending for the same grant programs. The Community Foundation may, in its sole discretion, make exceptions for some organizations which may include schools, religious organizations, civic organizations, and local government.

CAN CFSI STAFF HELP ME DEVELOP MY APPLICATION?

While our staff cannot provide extensive help in writing your application, we can often refer you to resources that offer grant writing development opportunities for your organization and staff. CFSI staff can also answer general questions about your proposal and help determine if it fits one of the grant programs available.

HOW SHOULD WE RECOGNIZE OUR ORGANIZATION'S GRANT?

For questions regarding grant award acknowledgement and media related coverage, please contact Wes Scott, Marketing and Communications Officer.

ADDITIONAL QUESTIONS?

Contact Crystal Gunther, Vice President of Community Philanthropy at cgunther@cfsouthernindiana.com.





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