



DUBOIS COUNTY

Community Foundation

GRANT APPLICATION SAMPLE

Grant applications are only accepted online. This guide is for preparation purposes and contains all of the questions for a Community Catalyst level grant (highest level). If you are applying for a Community Assist or Community Build Grant, your application will have less required information.

ORGANIZATION INFORMATION:

*Name of Organization:

*Address 1:

Address 2:

*City:

*State: IN

*Zip:

*Federal I.D. No:

*The applicant organization is a 501 (c) 3 nonprofit in good standing with the IRS? Yes ~ No

*Please upload a copy of your organization's 501(c) 3 Determination Letter

*If answer is "NO" regarding 501(c)3 status, please provide further information:

Director Information

*Prefix: (ex: Mr., Mrs., Ms., Dr.)

*First Name:

Middle Initial:

*Last Name:

Suffix: (ex: MD, PHD, MBA)

*Title: Select

*Work Phone: 000-000-0000

Cell Phone: 000-000-0000

Fax Number: 000-000-0000

*Email Address:

*Date organized:

*Is there another contact regarding this Grant? (If Yes)

*Alternate Contact Name:

*Title:

*Phone Number: 000-000-0000

*Email:

*Has this organization ever received a grant from the Dubois County Community Foundation? Yes ~ No

*Does the Community Foundation or another entity hold an endowment, either established by your agency or a donor, on your behalf? Yes ~ No (if No)

Would you like to learn more about how an endowment can be established to provide guaranteed income on a consistent basis? Yes ~ No (if Yes)

*Contact Name

*Email Address

*Phone Number

COMMUNITY IMPACT:

Our Mission:

The Community Foundation is dedicated to helping others make a lasting difference by inspiring philanthropy across Dubois County and endowment building that will improve our communities for generations.

What We Fund:

The Community Foundation provides grant support to 501(c)(3) nonprofit organizations for programs and projects that fit within our community investment priorities and will benefit residents of Dubois County, Indiana. We accept applications for grants that will provide capital and operational support.

What We Do Not Fund:

The Community Foundation does not fund for-profit business development programs and projects, private land or private home purchases. We do not provide grants to individuals other than academic scholarships.

Grants from the Community Foundation are not intended to be the “first stop” or only source for obtaining funding for an organization, program or project.

Types of Grants Available from the Community Foundation

COMMUNITY ASSIST GRANT:

- Provide support for training or a limited portion of a new or existing project, program or activity
- Possible Grant Value up to \$2,500

COMMUNITY BUILD GRANT:

- Support a defined project or program detailed and strategic to the organization
- Implemented broadly in the target population
- Sustainable with a one-time grant
- Possible Grant Value of up to \$10,000

COMMUNITY CATALYST GRANT:

- Undertakes catalyst initiatives
- Collaborates with other organizations is a primary objective
- Sustainable for a possible multi-year commitment
- Possible grant value of \$10,000 or more

The type of grant that is the best fit for your project should not be based solely on the amount of funds you want to request. **Questions to consider:**

1) *Does your grant request meet an immediate need that allows the Foundation to be responsive to the charitable and community development opportunities of today?* Consider seeking a **COMMUNITY ASSIST GRANT**.

2) *Is your proposal a strategic part of your organization or charitable cause to the level that the Foundation should consider committing its resources with a single grant or as part of a multi-year commitment?* A **COMMUNITY BUILD GRANT** may be the best fit.

3) *Does your proposal have the capability of making a **significant** impact between our organizations and our communities? Does your grant request so closely align with the vision of the Foundation that a true funding partnership should be considered?* Your proposal may qualify for a **COMMUNITY CATALYST GRANT**.

*The Community Foundation recognizes that some state or federal grants requiring matching funds are announced on short notice. We will prioritize these requests in our review process.

**If needed, interviews and site visits may be conducted and we may request additional information beyond what is included on this application, at all grant levels, to fully evaluate the proposal.

***In addition to the above approach to grant making, the Community Foundation will retain its flexibility to respond to other emerging or relevant needs outside of this strategy, but only in exceptional circumstances and as identified and approved by its Board of Directors.

COMMUNITY IMPACT - continued:

- *Why is there a need for this grant proposal? Explain the specific need that you are trying to address.
- *What type of grant are you seeking? *Community Assist Grant ~ Community Build Grant ~ Community Catalyst Grant*
- *What type of request are you seeking with this proposal? Select (Ex: Staff Development, Program Development)
- *What is the primary "area of interest" this proposal falls under? Select (Ex: Youth & Education)
- *What are you going to do to address the need you have identified? Be specific.
- *What is the total number of people in Dubois County who could benefit from the award of these funds?
- *When will the project or program take place? (Time frame)
- *Where will the project or program take place? (Location)
- *Are there similar programs in the community addressing this need? Yes ~ No (If Yes)
- *What other organizations in the community are addressing this need?
- *How does your organization's program differ?
- *Amount requested \$0 (NO COMMAS OR DECIMAL POINTS)
- *Please provide your mission statement.
- *How does your proposal support your mission statement?

ORGANIZATIONAL CAPACITY:

- *Explain the organizational commitment to this project or program, as related to: Volunteer utilization/Board Support
- *Please upload a list of the Board of Directors and officers for the organization and include an e-mail address and phone number for the officers.
- *How will you carry out your project or implement your program? Explain the specific activities or steps.
- *Please upload a detailed timeline of your project or program: (Currently only requested for Community Catalyst)
- *What is the evaluation process? Explain how you will determine the level of success of your project or program.

FISCAL CAPACITY:

- *What will the requested funds be used to purchase or support? Be specific.
- *Anticipated total project cost \$0 (NO COMMAS DECIMAL POINTS)
- *Please upload the budget for your proposal. (Currently only requested for Community Catalyst Grant)
- *How will you fund your proposal if a grant is not awarded or funds are for less than the amount requested?

Indicate other sources of funding that have been requested or applied for relating to this project or program and if that funding has been secured. Examples: Other grants, organization budget, donor commitment.

Source and Amount:

Has this funding been secured? Yes ~ No

*Do you plan to continue this program or project beyond the period for which you have requested funds?

Yes ~ No

(If Yes)

*How do you plan to sustain it financially?

*Please upload a copy of your organization's most recent IRS 990

SIGNATURE:

From my own knowledge, I state the information given in this application is true and correct. An official with contracting authority of the applicant organization, parent organization, or fiscal agent has authorized me to make this application.

Electronic Signatures: *Full Name: (Organization Management Representative) *Title or Position:
*Signature Date: *Full Name: Applicant/Staff Representative *Title or Position: *Signature Date:

SUPPLEMENTAL INFORMATION:

Use this section to upload materials supporting your grant application. Examples of items to upload: Budget, timeline, photos, narrative. For documents, only .doc or .pdf formats may be uploaded. Photos must be a .jpg format.