

WHITLEY
COUNTY
community foundation



HOW TO APPLY
FOR A GRANT

WHITLEY COMMUNITY

GRANT PROPOSAL GUIDELINES

The Foundation funds charitable projects that will make a positive impact on Whitley County and its people. The Foundation is particularly interested in ideas that shed new light on local needs and provide innovative, long-term solutions.

Categories include:

Arts & Culture	Health
Civic Affairs	Recreation
Community Development	Welfare
Education	

Unless there is compelling evidence that such support is vital to the success of a program meeting priority needs, the Foundation is unlikely to support:

Annual Campaigns	Political Activities
Private Schools	Advertising
Religions/Sectarian causes	Organizations outside our service area
Debt Retirement	

Requests for funding are reviewed by the Foundation's Grants Committee, composed of residents from communities throughout the county. Their recommendations are forwarded to the Foundation's Board of Directors, with whom all grant-making authority resides.

GRANT PROPOSAL DEADLINES

Grant reviews are scheduled twice a year, in May and December. The deadline for submitting applications is the first of that month, but applicants are encouraged to submit proposals well in advance.

GRANT OBLIGATIONS

Each grant recipient must sign an agreement that includes:

- ◆ Public acknowledgement of the Foundation's support
- ◆ Expenditure of the monies in one year for purposes stated in the proposal
- ◆ Return of any unused portion of the grant
- ◆ Completion of an evaluation report with copies of receipts
- ◆ Any conditions as mutually agreed

For additional information, call the Foundation at 219-244-5224.

COUNTY FOUNDATION

GRANT FORMAT

Please provide the following information with the Grant Application Form:

- 1 Cover letter (*should include the following*)
 - Introduction* - Establishes the organization's purpose and credibility, briefly includes background and accomplishments
 - Statement of Need* - Why is your project necessary? When possible, document the need with statistics
 - Objectives* - What do you expect to accomplish? If possible, make objectives measurable
 - Evaluation* - What methods will be used to analyze results and refine your program?
 - Future Funding* - How will the project be funded or maintained in the future?
- 2 A copy of your IRS tax exempt letter
- 3 Annual Budget
- 4 Project Budget
- 5 Completed application form (see reverse)

The following support materials may be included but are not required:

- ◆ Endorsement letters
- ◆ List of Board of Directors
- ◆ List of past support from other funders

Complete grant proposals should be mailed to:

September McConnell, Executive Director
Whitley County Community Foundation
400 N. Whitley Street
Columbia City, IN 46725



GRANT PROPOSAL

Date of Application _____

Name of Organization _____

Contact person/title _____

Address _____

Phone _____ Fax _____ E-Mail _____

Proposed Project

Cost of the Project _____

Amount requested from the Community Foundation _____

Other sources of funding (include any other pending grant requests)

Signature

