

# BROWN COUNTY COMMUNITY FOUNDATION, INC.



## 2018 Competitive Grant Application

**Application Deadline:  
Friday March 16, 2018 at 4:00 pm**

*Thank you for your interest in the Brown County Community Foundation, Inc.*

*The general grant approval process may take several weeks. The Grants Committee reviews applications, interviews applicants, and makes recommendations to the Board of Trustees. The final decision on all grants will rest with the Board of Trustees. All applicants will be individually informed of the funding decisions. The Brown County Community Foundation, Inc. maintains a conflict of interest policy for its staff, Trustees, and Grants Committee members to ensure independence and integrity in the process of awarding grants.*

**BROWN COUNTY COMMUNITY FOUNDATION, INC.  
P.O. Box 191, 209 Van Buren Street North  
Nashville, Indiana 47448**

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***Do not attach this page to your application.***



# **Brown County Community Foundation, Inc**

## **2018 Grant Guidelines**

from BCCF Discretionary and Field of Interest Funds.

*The Brown County Community Foundation (BCCF) has the best interests of the community at heart. We are concerned with many different areas affecting the wellbeing of the people who live and work here.*

*In past years we have funded grants supporting the arts and humanities, education, social services, health and the environment. We support charitable organizations that include a broad range of community needs in order to help build a stronger and healthier Brown County. In 2016 the BCCF Board of Trustees identified four community initiatives toward which they will focus organizational granting and where we feel we can have the most impact; childhood education, environment, health and wellness and arts and culture.*

1. Grants shall be made for specific requests under broad areas of interest. The current BCCF grant focus areas are defined as childhood education, environment, health and wellness and arts and culture. Preference will be given to grant requests that support BCCF Board of Trustees' current identified community initiative focus area(s).
2. The grants program shall focus on the identified changing needs and priorities of the Brown County community.
3. In grant making, priority shall generally be given to projects/programs that address measurable outcomes/results rather than ongoing operating support.
4. Grant making shall encourage projects or programs that are developed in collaboration with various organizations and groups, reduce duplication of services, and maximize resources.
5. The grant making process shall require grant recipients to achieve specified objectives as delineated in their grants application. A Grant Accountability Report and required supplemental materials will be delivered by the grantee 30 days after completing the grant project/program. All reports must be turned in no later than May 1 in the year following the grant award.
6. BCCF encourages grant applicants to seek supplemental sources of funding (e.g., government, other foundations and associations) by using matching, challenge and other funding techniques.
7. Requests for amendments to grant proposals will be considered, when appropriate, by the Grants Committee.



# **Brown County Community Foundation, Inc**

## **Policies for all BCCF Grant Funds**

1. Grants shall be made only for charitable purposes that benefit residents of Brown County to entities that (a) hold nonprofit status from the Internal Revenue Service or (b) have fiscal sponsorship arrangement with a 501(c)(3) IRS-recognized organization or (c) a non-charitable exempt organization involved with charitable work or serving a charitable purpose. Grants made to non-charities for a charitable purpose may require additional expenditure responsibility requirements. (See Due Diligence Responsibility Policy.)
2. Grants shall be made only to organizations that utilize adequate fiscal procedures and follow and abide by all Federal IRS and Indiana Department of Revenue rules and regulations.
3. The BCCF cannot legally award grants to individuals.
4. All grant recipients are responsible for turning in a Grants Accountability Report and required supplemental materials to BCCF delineating the results of the grant as specified in the grant application guidelines. Grant reports are due 30 days from the completion of the grant supported project or program. All reports must be turned in no later than May 1 in the year following the grant award.
5. Grants shall **not** be made for the following:
  - Sectarian religious purposes
  - Endowments not held by BCCF
  - Direct or grass-roots lobbying
  - Ongoing operating expenses of established entities/organizations
  - Operational deficits or support for past projects.
6. The grant selection process is inclusive, fair, and objective and includes the following elements:
  - Non-discrimination as to age, race, faith, gender, sexual orientation, national origin, disability, or financial status
  - Adequate notification, information and explanations to eligible participants
  - Written selection/rating criteria
  - Unbiased and diverse Grants Committee
  - Conflict of Interest Disclosures by Grants Committee members and BCCF Trustees with accommodations as necessary
  - Regular rotation of Grants Committee members
7. There is clear identification of functions and duties carried out by volunteers and staff throughout the grant making cycle.
8. There is a budget, established by the Board of Trustees, for the grant making process and an accounting of all related expenses.



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9. Pertinent grant records are retained in the Foundation office as follows:

- Grant recipients - seven years (grant applications, scoring results, written communications, awards, grant final report)
- Applicants not receiving grants – two years (grant applications, scoring results, written communications).

10. The CEO follows up with each grant recipient at least annually to monitor the recipient's progress toward its stated outcomes:

- Recipient organization must complete a Grants Accountability Report and required supplemental materials and submit it to the BCCF within 30 days of completing grant funded project or program. All grant accountability reports are due on May 1 in the year following the grant award.
- The CEO and designated staff evaluate the report against measurable results as delineated in the original grant application.
- CEO will continue to take further action with the recipient to ensure proper implementation of an effective due diligence process if the report is late, incomplete, indicates funds were not 100% utilized or does not adequately support and/or deliver the program/project for which grant funds were awarded. If required the CEO will make a site visit to review grant results.
- All final grant reports are delivered and reviewed by the Grant's Committee Chair and presented to the Board of Trustees.
- A copy of the report is entered into the recipients file.
- Reports may be instrumental in determining future funding

By signing this Grant Application document and then a Grant Accountability Requirements Statement (once a grant has been awarded) the applying organization also agrees to the following expenditure responsibilities:

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter and not for any other purpose without the Foundation's prior written approval.
2. To notify the Foundation immediately of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, (c) Grantee's ability to expend the grant for the intended purpose, and (d) any expenditure from this grant for any purpose other than those for which the grant was intended.
3. To maintain books and records adequate to demonstrate that it maintained the grant funds in a separate fund dedicated to the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.
4. To give the Foundation reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning



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the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.

5. To not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.
6. To return to the Foundation any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
7. To allow the Foundation to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the Foundation in all publicity materials related to the funded project or program, as specified in the grant notification letter.
8. To allow the Foundation to include information about this grant in the Foundation's periodic public reports, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.
9. To submit a written report summarizing the project promptly following the end of the period during which you are to use all grant funds and to submit any interim reports the Foundation may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.

The Foundation reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation; or (c) to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.



# Brown County Community Foundation, Inc

## 2018 Grant Cycle Timeline

All dates below are mandatory for Grant applicants.

Day	Date	Time	Location	Description
Friday	03/16/18	4:00 PM	BCCF Office	All grant application due to BCCF Office for first review (looking for questions and missing information)
Tuesday	04/17/18	6:00 PM	BCCF Office	Applicant Interviews
Wednesday	04/18/18	6:00 PM	BCCF Office	Applicant Interviews
Thursday	04/19/18	6:00 PM	BCCF Office	Applicant Interviews
Monday	04/23/18	12:00 PM	BCCF Office	FINAL grant application with revisions/changes due to the BCCF office
Monday	5/1/18	4:00 PM	BCCF Office	2017 Grant REPORT DUE
Thursday	6/21/18	6:00 PM	Season's Conference Center	Grant Award Reception/Annual Report to the Community (combined)

	May 1, 2019	4:00 pm		2018 GRANT REPORT DUE
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# Brown County Community Foundation, Inc

## 2018 Brown County Community Foundation, Inc. (BCCF) Grant Application Checklist

On behalf of \_\_\_\_\_ (organization name), I understand and accept the following terms:

1. This grant application will be returned without review if:
  - a) any information is missing from the Cover Page,
  - b) the items listed in the table below are not submitted to the BCCF by March 16, 2018.
2. If our organization receives an award from the BCCF in 2017 and the final accountability report for that award is not submitted by May 1, 2018 the organization will not be eligible to submit an application during the 2018 grant cycle.

Signature of Primary Contact Person

Date

Competitive Grant Applications	
	Completed cover page (hardcopy page 9)
	Completed 2018 Grant Application Form (pages 9 – 18) no staples or fancy folders
	List of organization’s current Board of Directors
	IRS letter confirming your organization’s nonprofit status (or other proof of registration with Indiana Department of State or Indiana Department of Revenue – Not for profit section for your organization)
	Most recent fiscal year Financial Statement
	Two (2) price quotes on vendor letterhead, or in the form of internet printouts, for capital expenses or equipment to be purchased.
<b>If you are collaborating with another organization these documents are also required:</b>	
	Partnering organizations’ signed letter(s) of support from organizations’ Board of Directors acknowledging their responsibilities and participation as detailed in this grant application.
	Partnering organization’s IRS letter confirming that organization’s nonprofit status (or other proof of registration with Indiana Department of State or Indiana Department of Revenue – Not for profit section for your organization)

### To complete the grant application process:

1. Keep a copy of all documents for your records.
2. Submit your application by **TYPED** hardcopy format.  
or **ONLINE** at <https://form.jotform.com/bccf/bccf-grant-application-login>
3. Schedule an appointment for your mandatory grant application interview – call (812) 988-4882 or email [jenise@bccfin.org](mailto:jenise@bccfin.org).



# **Brown County Community Foundation, Inc**

## **GRANT ACCOUNTABILITY CHECKLIST**

Organizations considered for funding may be required to provide the Brown County Community Foundation, Inc. with recent tax returns and/or other documents verifying current nonprofit status, prior to the issuance of grant funds.

The Brown County Community Foundation, Inc. requires that each grant recipient submit the final ***Grant Accountability Report*** within 30 days of the completion of the project/program and no later than **May 1<sup>st</sup>, 2019** for **Competitive Grants**.

The BCCF **requires photos** of your project/program **and copies of all receipts for capital expenses**. It is expected that your organization will credit the Brown County Community Foundation (BCCF) for its support of the project/program in its publicity and ongoing project/program presentations. For a full explanation and additional information, please see the "2018 Grant Accountability Report Guidelines" (see pages 20).

***Do not attach this page to your application.***

## 2018 Brown County Community Foundation, Inc. (BCCF) Grant Application Cover Page

**\*\* IMPORTANT: Applications are due to the BCCF office by no later than 4:00 pm March 16, 2018 \*\***

<b>Organization Information</b>	
Organization Name	
Physical Address	
Mailing Address	
Daytime Phone Number	
Email Address	
Website	
Employer Identification Number (EIN)	
Representative attended the educational workshop on February 21, 2018: Yes / No	
Received an award in 2017: Yes / No	
Completed 2017 Grant Accountability report has been submitted: Yes / No      Not applicable	
<b>Primary Contact Person</b>	<b>Responsible for all reports</b>
Name	
Daytime Phone Number	
Email Address	
Signature	
<b>Application Preparer</b>	
Name	
Daytime Phone Number	
Email Address	
Signature	
<b>Interviewee</b>	<b>Person representing your organization at the mandatory interview</b>
Interviews will be conducted <b>April 17-19 between 6:00 – 9:00 pm</b> . The information obtained in the interview is often crucial to the decision making process. We ask that a representative that is knowledgeable about the grant and the applicable project attend the interview. If your organization is asked to complete an interview, who will likely represent your organization?	
Name	
Daytime Phone Number	
Email Address	
<b>Statement of Work – Briefly summarize your project &amp; describe how it will benefit the community. (This will be used for Public Relations, please keep it brief)</b>	

BCCF Staff use only:				
Date Grant Received:		Time:		Initials:
Grant Dollars to be used for:				
Unrestricted:				
Field of Interest:		Amount:		
		Total Grant Amount:		

**IMPORTANT INFORMATION:**

**\*\* IMPORTANT: Applications are due to the BCCF office by no later than 4:00 pm March 16, 2018 \*\***

PLEASE COMPLETE EACH APPLICABLE SECTION OF THE GRANT APPLICATION. Only complete applications will be considered for funding. See the "Grant Policies" for additional information.

**1. ORGANIZATION MISSION AND OVERVIEW:**

Provide your organization's mission and a brief description of its programs, history (including date established), population served, geographical focus, etc.

**2. PROJECT/PROGRAM DESCRIPTION:**

Provide a detailed description of the project/program for which funding is requested.

Does the project/program address any of the focus areas identified by BCCF Board of Trustees (childhood education, environment, health and wellness and art and culture)? If so, which ones.

How many people will benefit from the project/program? What group(s) of people will be served? How will you capture this information?

**3. Project/Program Goals, Timeline, Evaluation, Sustainability:**

**GOALS:** What is(are) the desired goal(s) and outcome(s) for the project /program?

**TIMELINE:** Provide a detailed schedule of tasks to be accomplished. Include the start/end date for each task.

Start Date:		Projected End Date:		Submission of Report Date:	
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**EVALUATION:** Describe how you will measure the effectiveness and/or community benefit of your project/program. Examples: participant surveys, internal data tracking of number of individuals served (or other related information), measures taken by external entities (such as a school, government offices, related nonprofits, etc.), or physical evidence (photographs, measurements, etc.).

**SUSTAINABILITY:** Describe how your organization will continue to fund and implement this project/program after the grant dollars have been spent.

**4. MARKETING AND PUBLIC RELATIONS:**

All grant recipients are required to give ongoing public acknowledgment of the partnership with the BCCF. How do you intend to let the community know about the project/program as well as intended community benefit? How will you acknowledge the partnership with the BCCF and their support of your project/program (both initially and ongoing)? Examples: a letter to the editor of the local newspaper(s), a permanent sign at the project/program site, newsletters sent to your constituents, a posting on your website, etc. (The BCCF's logos will be made available for your use.)



**6. BUDGET EXPLANATION:**

Provide a written explanation of your budget.

**7. ADDITIONAL INFORMATION:**

A. Number of application agency's full-time paid employees?		Number of part-time paid employees?	
B. Number of Fiscal Agent's (if applicable) full-time and part-time employees?		# of part-time?	
C. Will this grant require you to hire additional employees (mark one)?	Yes	No	
If Yes, how many?			
F. Will your organization be applying to other funding sources for this project/program? If yes, identify the source(s) and the amount that may be available.	Yes	No	

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G. Briefly describe the last grant your organization received from the BCCF and any other grants awarded to your agency or your partnering organization (if applicable) within the last five years.

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## **Don't forget to include the following with your applications:**

- IRS letter confirming your organization's nonprofit status or other proof of registration.
- Most recent fiscal year Financial Statement.
- Two (2) price quotes on vendor letterhead, or internet printouts, for capital expenses or equipment to be purchased.

If you are collaborating with another organization these documents are also required.

- Partnering organizations' signed letter(s) of support from organizations' Board of Directors.
- Partnering organization's IRS letter confirming that organization's nonprofit status or other proof of registration.



# Brown County Community Foundation INCORPORATED

P.O. Box 191  
209 Van Buren Street North  
Nashville, IN 47448  
812-988-4882 812-988-0299 fax

[www.browncountygives.org](http://www.browncountygives.org)

## 2018 Grant Accountability Report Guidelines

***\*Important: Reports should be sent to the BCCF within 30 days of completion of the funded project/program.\****

The Brown County Community Foundation and its Grants Committee have an obligation to ensure that all BCCF grant funded projects /programs are carried out in accordance with the original grant application and the requirements described in the signed Accountability Requirements Statement. The BCCF is a supportive partner with all grantees and will utilize information in the Grant Report to publicize the community benefit of all grants throughout the year in our ongoing effort to attract new philanthropic funds. The following items and information are essential to the accountability and promotional process. Please make sure that your report is complete and includes all the information requested below.

As a recipient of a grant from the BCCF, you **must** submit:

- \_\_\_ 1. Completed 2018 Competitive Grant Accountability Report Form.
- \_\_\_ 2. Detailed financial/Budget report on the specific project/program funded
- \_\_\_ 3. Copies of receipts/invoices (\*This is Important\*).
- \_\_\_ 4. Photographs of your project/program and signed media release.
- \_\_\_ 5. Copies of documentation of when and how your partnership with the BCCF was acknowledged for its support.
- \_\_\_ 6. Other documentations specifically requested by the BCCF.

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Please attach any additional information you think may be appropriate and useful for promotional purposes. Forward your completed report to the BCCF within **30 days of completion of the project/program.**  
**All reports must be in by no later than May 1<sup>st</sup>, 2019 unless prior approval is given by the BCCF.**

**Note: Failure to submit a fully completed Grant Accountability Report by the appropriate deadline will cause your organization to be ineligible for grants the following year.**