

BROWN COUNTY COMMUNITY FOUNDATION, INC.



2023 Competitive Grants Resource Packet

**Application Deadline:
Friday March 10, 2023 at 4:00 pm**

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

ALL APPLICATIONS MUST BE SUBMITTED ONLINE
ONLINE APPLICATION SUBMISSION:
<https://apply.mykaleidoscope.com/scholarships/BrownCountyCommunityGrant>

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

Phone: (812) 988-4882 • E-mail: jenise@bccfin.org • www.browncountygives.org



2023 Grant Guidelines

from BCCF Unrestricted 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.

We support charitable organizations that include a broad range of community needs in order to help build a stronger and healthier Brown County. The BCCF Board of Trustees identified five community initiatives toward which they will focus organizational granting and where we feel we can have the most impact; childhood education, environment, housing, health and wellness and arts and culture.

1. Grants shall be made for specific requests that address broad areas of interest, such as: health and human services, education, arts and humanities, environment, community development.
2. The grants program shall focus on the changing needs of the Brown County community.
3. In grantmaking, priority shall generally be given to projects/programs that are problem solving in nature rather than ongoing operating support.
4. Grantmaking shall focus on projects/programs that provide the greatest benefit to Brown County citizens per dollar granted.
5. Grantmaking shall encourage projects or programs that are developed in collaboration with various organizations and groups, reduce duplication of services, and maximize resources.
6. The grantmaking process shall require grant recipients to achieve specified objectives.
7. BCCF encourages grant applicants to seek supplemental sources of funding (e.g., government, other foundations and associations) by using matching, challenge and other grant techniques.
8. Requests for amendments to grant proposals will be considered as appropriate by the Grants Committee.

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) are endorsed by such IRS-recognized nonprofit organizations.
2. Grants shall be made only to organizations that utilize adequate accounting procedures.
3. No grant shall be made to an individual.
4. Organizations may receive only one grant per project per twelve-month period from the unrestricted endowment.
5. Each grant recipient is accountable for reporting to BCCF the results of the grant as specified in the grant application guidelines.
6. Grants shall **not** be made for the following:
 - Annual fund drives
 - Attendance at seminars or travel
 - Sectarian religious purposes
 - Endowments not held by BCCF
 - Direct or grass-roots lobbying
 - Hospitals
 - Experimental research
 - Recurring grants to the same program
 - Ongoing operating expenses or regular programming of established agencies/organizations
 - Projects/programs that are funded primarily through taxes
 - Operational deficits or after-the-fact support.
7. 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, financial status
 - Adequate notification and explanations to eligible participants
 - Written selection/rating criteria
 - Unbiased and diverse selection committee
 - Conflict of interest disclosures by selection committee members and BCCF trustees with accommodations as necessary
 - Regular rotation of selection committee members
8. There is clear identification of functions and duties carried out by volunteers and staff throughout the grantmaking cycle.
9. There is a pre-established budget of the grantmaking process and accounting of expenses.
10. 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)



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 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.



2023 Grant Application Checklist

This grant application will be rejected without review if any needed information is missing from the checklist below.

If your organization received an award from the BCCF in 2022 and the final accountability report for that award is not submitted by May 2, 2023, your organization will not be eligible to receive a grant during the 2023 grant cycle.

Competitive Grant Applications	
	List of organization's current Board of Directors
	IRS letter confirming your organization's nonprofit status (or other proof of registration with Indiana Departments of State or Revenue)
	Most recent fiscal year financial statement
	Board approved operating budget for the current fiscal year (Schools will not be required to submit this information. Government entities should only submit information from their department.)
	Evidence that this proposal has the approval of your Board of Directors or governing body. For example, if you are a teacher, you must obtain a statement of support from your principal or superintendent. If you have a proposal from a government agency, you must obtain a statement from your supervising elected official.
	Two (2) price quotes on vendor letterhead, or in the form of 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 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:

Submit your application **ONLINE** at <https://apply.mykaleidoscope.com/scholarships/BrownCountyCommunityGrant>

1. Schedule an appointment for your mandatory grant application interview – call (812) 988-4882 or email jenise@bccfin.org.

2023 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 10, 2023****

Application Preparer	
Application Preparer Name	
Application Preparer Phone Number	
Application Preparer Email	
Organization Information	
Organization Name	
Physical Address	
Mailing Address	
Phone Number	
Email Address	
Website	
Employer Identification Number (EIN)	
Received an grant in 2022: Yes / No	
Completed 2022 Grant Accountability report has been submitted: Yes / No Not applicable	
Primary Contact Person	Responsible for all reports
Name	
Daytime Phone Number	
Email Address	
Interviewee	Person representing your organization at the mandatory interview
Interviews may be held in person or via zoom. Call 812-988-4882 for date and time of interviews. 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	
Name of Project/Grant Request (e.g. Shop with a Cop, Office Equipment)	
Statement of Work – Briefly summarize your project & describe how it will benefit the community. (This will be used for Public Relations, please keep it brief: 200 words)	

ADDITIONAL INFORMATION:										
Current Executive Director										
Number of times the board meets annually										
What other area organizations are now providing this same type of service?										
To what extent would the proposed project be a duplication of services already available?										
Describe any collaboration or partnerships that you have with other organizations with regard to this project.										
Number of application agency's full-time paid employees?						Number of part-time paid employees?				
Number of Fiscal Agent's (if applicable) full-time and part-time employees?								# of part-time?		
Will this grant require you to hire additional employees (mark one)?							Yes		No	
If Yes, how many?										
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	
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 <u>five</u> years.										
Have you considered how diversity and inclusive practices relate to your organization's mission and values? If you have a diversity, equity, and inclusion (DEI) statement or policy (resources here), please provide it below.										

IMPORTANT INFORMATION:

**** IMPORTANT: Applications are due to the BCCF office by no later than 4:00 pm March 10, 2023****

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.

Describe any significant changes that have occurred in your organization in the past 12 months (changes in organization leadership, board, programs, finances, how you're addressing gaps in services, etc.).

2. PROJECT/PROGRAM DESCRIPTION:

What problem or need does your proposal address?
How will this project address this need?

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

*Describe who will be impacted by the proposed grant and indicate the number of individuals who will benefit from the proposed grant request. How will you capture this information?

3. Project/Program Outcome:

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

Start Date:		Projected End 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.)

5. PROJECT/PROGRAM BUDGET:

Provide a detailed budget for your project/program using the form below. Use additional sheets if necessary. **If you are requesting money for a capital expense or equipment you must include two (2) price quotes (as an attachment) on vendor letterhead or in the form of internet printouts.**
DO NOT USE ANY OTHER FORMAT FOR BUDGET DETAILS – IF THE BUDGET DETAILS ARE NOT IN THE GRANT APPLICATION FORMAT, THE APPLICATION MAY BE REJECTED.

Itemized Expenses Descriptions	Cost
<u>IMPORTANT NOTICE:</u> (The Grants Committee may fund just a portion of the project/program. Please itemize this list to include all expense for the project/program, not just the expenses for which you are requesting funding in this grant application.)	

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	+	
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	+	
Total Expenses	=	

Contributions to Project/Program	Amount
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Financial support from your organization*	+	
<i>* This figure can include program/agency in-kind contributions but you must provide details of any non-cash contributions in the budget explanation.</i>		
Public Donations or Contributions**	+	
<i>**This can include in-kind contributions and/or cash contributed by individuals, businesses, corporations, or government but you must provide details of any non-cash contribution in the budget explanation. If this figure includes any dollar amounts that are not currently in your organization's possession, you must include a description of how you plan to obtain these assets.</i>		
Amount Requested from the BCCF	+	

6. BUDGET EXPLANATION:

Provide a written explanation of your budget.