

BROWN COUNTY COMMUNITY FOUNDATION, INC.



2024 Competitive Grants Resource Packet

**Application Deadline:
Friday March 8, 2024 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/BrownCountyCommunityGrant2024>

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

2024 Grant Guidelines

1. Grants are made for specific requests under broad areas of interest. The current BCCF grant focus areas are defined as education, environment, health and wellness, arts and culture, and housing. Preference will be given to grant requests that support BCCF Board of Trustees' currently identified community initiative focus area(s).
2. The grants program focuses on the identified changing needs and priorities of the Brown County community.
3. Priority is given to projects/programs that provide measurable outcomes/results.
4. Preference is given to projects or programs that are developed in collaboration with various organizations and groups, reduce duplication of services, and maximize resources.
5. 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.
6. Requests for amendments to grant proposals will be considered, when appropriate, by the Grants Committee.

Grants Policies and Procedures

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 Expenditure Responsibility later in this document.)
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
 - A grants committee that is representative of the community
 - Conflict of Interest Disclosures by Grants Committee members and BCCF Trustees with accommodations as necessary
 - Regular rotation of Grants Committee members with three-year terms, not to exceed two consecutive terms



7. There is a budget, established by the Board, for the grant making process and an accounting of all related expenses.
8. Pertinent grant records are retained in the BCCF 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).
7. The CEO follows up with each grant recipient at least annually to monitor the recipient’s progress toward its stated outcomes:
 - The CEO and designated staff evaluate the Grant Accountability 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.
 - A copy of the report is entered into the recipients’ file.
 - Reports may be instrumental in determining future funding.

Policies for Competitive Grantmaking

1. The Board will establish an annual budget for competitive grantmaking from Unrestricted and Field of Interest Funds and from Brown County Music Center excess revenue Pass-through and Field of Interest Funds.
2. The Competitive Grants cycle is offered during the spring of each year.
3. The Competitive Grants program is responsive to community needs and supports a broad range of specific requests under broad areas of interest. It is recognized that organizations may apply each year for annual programmatic needs.
4. Competitive Grants follow the Guidelines, Policies, and Procedures previously identified and the Grant Agreement Requirements that follow.
5. Board approval is required to award all Competitive Grants.
6. See the current year grants application materials for specific requirements and timelines.

Grant Agreement Requirements

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:

- 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 BCCF's prior written approval.
- To notify BCCF 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.
- 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.
- To give BCCF 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.
- 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.
- To return to BCCF any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
- To allow BCCF to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize BCCF in all publicity materials related to the funded project or program, as specified in the grant notification letter.
- To allow BCCF to include information about this grant in BCCF's periodic public reports, newsletter, news releases, social media postings, and on BCCF's website. This includes the amount and purpose of the grant; any photographs, logo or trademark provided; and other information and materials about Grantee's organization and its activities.
- To submit a written report summarizing the project promptly following the end of the period during which Grantee is to use all grant funds and to submit any interim reports BCCF may require. Grantee reports should describe progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.

BCCF 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 BCCF's sole discretion, such action is necessary: (a) because Grantee has 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 BCCF; or (c) to comply with the requirements of any law or regulation applicable to grantee, BCCF, or this grant.



Expenditure Responsibility

Organizations applying for grants are required to include a copy of the IRS letter confirming their organization's non-profit status, or other proof of registration with the Indiana Departments of State or Revenue. In the event an entity that is not organized as a charity, government entity, or other IRS non-profit organization designation desires to implement a charitable program, BCCF may consider this request. Any community group, government entity or nonprofit organization that is not a specific 501(c)(3) charity desiring to implement such a program is encouraged to consult with BCCF staff in advance of preparing a grant request. In addition to the reports and requirements identified in the Grant Agreement Requirements, a grant received by such an organization may be required to provide additional reports, documentation, or participate in a site visit.

Definition of Charitable via the Treasury Department 4/19/2005

“Includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments or works’ lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.” See Treasury regulations 1.501(c)(3)-(d) (1) and (2).

2024 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 2023 and the final accountability report for that award is not submitted by May 2, 2024, your organization will not be eligible to receive a grant during the 2024 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/BrownCountyCommunityGrant2024>

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

2024 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 8, 2024****

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 2023: Yes / No	
Completed 2023 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 the project you are applying for & describe how it will benefit the community. (This will be used for Public Relations, please keep it brief: 200 words)	

IMPORTANT INFORMATION:

**** IMPORTANT: Applications are due to the BCCF office by no later than 4:00 pm March 8, 2024****

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:

Describe the outcomes you hope to achieve and how you will measure the results and success of your project.

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.)

6. BUDGET EXPLANATION:

Provide a written explanation of your budget.

ADDITIONAL INFORMATION:				
Current Executive Director				
Number of times the board meets annually				
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.				
Will this grant require you to hire additional employees/volunteers?			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 grants your organization received from the BCCF in the past <u>five</u> years.				
Briefly describe other grants awarded to your organization in the past <u>five</u> years.				
If you have a diversity, equity, and inclusion (DEI) statement or policy (resources here), please provide it below.				