

BOONE COUNTY COMMUNITY FOUNDATION

SHAFFER & SHAFFER LAW OFFICES, 330 STATE STREET, MADISON

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(304) 369-0511

GRANTMAKING PROGRAM

◆ Service Area

The Boone County Community Foundation serves the entire geographic area of Boone County.

◆ Grants Program Process and Guidelines

The Foundation awards grants to nonprofit and other charitable organizations under the broad category of Community Development (defined as improving quality of life, promoting economic development, and reducing poverty.) **Priority will be given to proposals that:**

- Encourage community bonding and more community support for solving problems;
- Exhibit coordination and collaboration among organizations;
- Generate matching funds, thus leveraging additional support;
- Focus on proactive, preventive measures;
- Implement new approaches and innovative techniques to solve community problems.

Competitive grants are awarded once a year. Completed grant applications with requests up to \$7,500 having all of the required materials as outlined in this application, must be received by 4:00 p.m. on Friday, May 5, 2017. Faxed or incomplete grant applications will not be considered.

The Board of Directors reviews all of the grant applications. Applicants will be contacted by a member of the Board of Directors to discuss their proposal. The Board is responsible for the final decisions. The grant review process takes up to 60 days after the grant cycle deadline. Applicants will be advised in writing of the status of their grant request after the Board decision. **The Foundation accepts only one grant request from any school or organization per cycle.**

◆ Restrictions

The Foundation normally DOES NOT make grants to support the following:

- National or statewide proposals that do not focus on Boone County
- General operating budgets for established organizations;
- Annual campaigns or membership drives;
- Production of film or video programs;
- Travel expenses or school uniform purchase;
- Ongoing support for the same project;
- Staff costs only;
- Consultants, consultant fees, conferences or workshop speakers;
- Individuals, student aid or fellowships;
- Religious activities of religious organizations;
- Projects that would be fully funded by applicant, either internal or external, prior to the completion of the grant application process;
- Equipment or uniforms for youth leagues.

“The mission of the **Boone County Community Foundation** is to enrich the community by inspiring people to care for each other and future generations through service and charitable giving”

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GRANT PROPOSAL SUBMISSION CHECKLIST 2017

Application Instructions: Complete this Grant Proposal Submission Checklist, Application Cover Form (page 1), answer questions on Application Page 2 on separate sheets of paper if you wish (use no more than 7 pages), complete Project Budget Form (page 3), and Budget Narrative, and add attachments as requested on submission checklist. Compile the completed items in the order noted on the submission checklist, submit an original and one copy. **This sheet is to accompany every grant application. Please submit your grant proposal in the following order. Check all that apply.**

Name of Organization: _____

- 1. *Grant Proposal Submission Checklist (*required*)
- 2. *The Boone County Community Foundation's Application Cover Form (*required*)
- 3. *Proposal Narrative (contains history of the organization, problem/needs statement, project design, goals/objectives/methods) (*required*)
- 4. *Impact and Evaluation (refer to questions on application page 2, section B) (*required*)
- 5. *Sustainability (refer to questions on application page 2, section C) (*required*)
- 6. *Project Budget Form and Narrative (include three quotes or bids for any single purchase or capital improvements over \$1,000 (*required*))
- 7. *Prior income and expense statements for the project (except for new projects) (*required*)
- 8. *Most recent annual audit or other approved annual financial statement (*required*)
- 9. *One copy of your organization's IRS 501(c)(3) non-profit determination letter
Please note: 501(c)(3) determination letter is not required for governmental entities (*required*)
- 10. *Current Board list (one page) including names and occupation; please note officers (*required*)
- 11. If applicable, letters from financial or programmatic partners in the proposed project (no other letters of support are necessary)
- 12. Most recent annual report or publication describing your organization
- 13. *One original and one copy of entire grant proposal (Do not bind or staple — use paper clips or binder clips) (*required*)

****Denotes that the item is a required document and that the grant is incomplete without the item. If all the required documents are not received by the stated deadline, the grant will not be considered.***

Completed by: _____ Date: _____

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GRANTMAKING PROGRAM

APPLICATION COVER FORM 2017

PAGE 1

Please computer generate, type, or print this required document

ORGANIZATION INFORMATION

Legal Name of Applicant Organization: _____

Address: _____

Executive Director, President, or CEO Name and Title: _____

Telephone: _____ Fax: _____ Contact Email: _____

Contact Name (If different from Director/CEO): _____ Website: _____

Contact Title and Phone: _____

Year organization was founded: _____

Organization's total operating budget for current fiscal year: \$ _____

Amount of this Request: \$ _____ (May not exceed \$7,500.00)

GRANT REQUEST INFORMATION

Fiscal Agent: _____

Name of project: _____

Project Abstract (Brief summary of project – if your grant is selected, this will be used for public relations purposes):

Proposed beginning/ending dates of grant request: _____

TOTAL GRANT REQUEST	
Cost of proposed project	
Amount requested from The Boone County Community Foundation	
Request as % of total project cost	

List past funding and amounts from the Boone County Community Foundation

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BOONE COUNTY COMMUNITY FOUNDATION

APPLICATION PAGE 2

Answer the following questions in sections A – D in a total of 2-7 computer generated, typed, or printed pages:

A. Narrative:

- Describe the following aspects of the project:
 - History of the Organization and/or Project (include accomplishments and qualifications);
 - Problem/Needs Statement (why is this project necessary and who will it serve);
 - Project Design (include process and who is involved);
 - Goals (broadly based statements of project purpose);
 - Objectives (specific desired outcomes of the project);
 - Methods (activities that will be conducted in order to achieve/implement objectives).

B. Impact and Evaluation:

- How will you define success for your project? Why do you think the project will be successful?
- If this is a recognized model or purchased program, have you seen it in practice elsewhere? How will you learn from their experiences?
- Explain how your project will contribute to Community Development by making the community a nurturing environment for families and individuals, and/or a good place to do business.
- Describe how your project affects the quality of life, encourages economic development, and/or helps reduce poverty.
- Who are your partners in this project and what roles do they play?
- How does your project build social capital (i.e. bringing people together who normally don't work together)?

C. Sustainability Plan:

- List additional sources of support for this project in the chart below.

Other funding for proposed project	Potential or Committed	Amount

- What are your plans for long-term funding and/or maintenance of the proposed project?
- If your grant is not approved, what alternative plan will you follow?

D. ENDORSEMENT

We have carefully read the information provided for the Boone County Community Foundation (BCCF) Proposal Form. The Board of Directors has approved the submission of this proposal. If we receive a grant, we agree to use the funds as granted. We will allow BCCF to use information provided in this request for public information pieces and will mention BCCF's support in any publicity generated regarding the project. Please sign and date below to verify that the board of directors has approved the submission of this proposal.

Chair/President of Board of Directors

Date

Executive Director of Organization

Date

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**BOONE COUNTY COMMUNITY FOUNDATION
PROPOSED PROJECT BUDGET FORM**

PAGE 3

Prepare the following **operating budget for the proposed project** for your current fiscal year. **Include 3 vendor quotes or bids, for equipment and capital improvements over \$1,000-required. MANDATORY: Provide a written budget narrative on a separate page giving detail of each line item on this form.**

Project budget for the period _____ to _____

PROPOSED PROJECT ANNUAL BUDGET			
ITEM	Amount Requested from BCCF	Amount provided from other sources as match	Total Amount
<i>Program Expenses</i>			
Supplies (Narrative)			
Printing & copying (Narrative)			
Equipment (Narrative)			
Materials (Narrative)			
Communication (phone, fax...) (Narrative)			
Public relations (Narrative)			
Salaries & Wages (Narrative)			
Postage & shipping (Narrative)			
Evaluation (Narrative)			
Other Program expenses – please list: (Narrative)			
TOTAL PROJECT BUDGET			

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BOONE COUNTY COMMUNITY FOUNDATION
PROPOSED PROJECT BUDGET NARRATIVE

“The mission of the **Boone County Community Foundation** is to enrich the community by inspiring people to care for each other and future generations through service and charitable giving”

01/11/2017

Phone: (304) 369-0511