

# COMMUNITY FOUNDATION OF SOUTHERN INDIANA

From its unrestricted assets and individual funds, the Community Foundation of Southern Indiana (“CFSI”) makes grants of over \$1 million each year in the local community. Typically, grants are awarded through the Foundation’s competitive grant opportunities, which include the Community Grants Program, the Youth Philanthropy Council competitive grant cycle for youth-related programs, or the Foundation’s emergency grant process. In addition, the Foundation Board of Directors may from time to time identify specific community projects or programs that may be funded from discretionary assets.

## Grant Program Policies

### **Policies.**

In order to fulfill most effectively its philanthropic responsibilities within the limits of its resources, the Community Foundation’s grant program will emphasize focused and effective types of grants.

#### 1. Community Grants Program:

For the Community Grant Program the Foundation currently offers grant opportunities at two levels.

##### Community Assist Grants

- Support a program or activity through a one-time grant with a grant value of \$1,000-\$5,000.
- The application for Assist Grants is available online.

##### Community Catalyst Grants

- Support for a program or project that is more detailed and strategic to the organization with the potential for a much bigger impact on the target population in the community. Grant values are \$5001-\$15,000.
- Catalyst Grants require online submission of a Letter of Intent in order to be considered for funding.

#### 2. Youth Philanthropy Council Competitive Grant Cycle Areas of Interest:

The Youth Philanthropy Council generally considers requests which support youth development. More specifically, the Council typically funds youth related programs or projects supporting other youth in Clark & Floyd Counties. Grants are typically a maximum amount of \$500.

#### 3. Emergency Grant Process:

Unsolicited grant requests will only be considered by the Foundation if it is determined that the request constitutes an “emergency” in the sole discretion of the Foundation. To be qualified for consideration, emergency grant requests must meet the following criteria:

- The request is time-sensitive in nature and could not have been predicted or reasonably planned for during the regular fall grant cycle; or
- The request is to support a true community emergency need or an emergency need of an agency, such as essential equipment repairs, that would prevent it from carrying out its primary mission.
- The Board authorizes staff to make initial determination of eligibility for an emergency grant. If staff determines the request is qualified, they may make a recommendation concerning the awarding of the grant to the Board or Executive Committee, whichever is scheduled to meet closest to the request date.

For grants made through any of these processes, the following policies will apply:

1. Grants will be made only to organizations whose programs benefit the residents of Clark and Floyd counties.
2. Grants from the Community Foundation must meet legal and tax requirements and may be made only to 501(c)(3) non-profit organizations and qualifying programs. Schools, religious organizations, some civic organizations and local government units may be exempt from this requirement. In specific situations and with advance approval the Foundation may, from time to time, issue a grant to a non-501c3 public charity or exempt organization for which it must undertake expenditure responsibility in order to meet legal and tax requirements, but this exception does not include grants made through the Community Grants Program, Youth Philanthropy Council Spring Grant Cycle, or Emergency Grants.
3. Grantees may be asked to submit a grant application and be interviewed by the Grants Committee or representatives of the Board of Directors.
4. Grantees are required to complete a Grant Agreement with the Foundation and provide a Final Report and any supporting documentation in a manner required by the Foundation from time to time.

## Community Foundation of Southern Indiana Grant Program Guidelines

### **Guidelines.**

#### I. Community Grantmaking:

1. The broad purpose of the Community Foundation of Southern Indiana (the “Foundation”) is to build enduring charitable resources used to positively impact our community.
2. The Foundation will strive to maintain both a proactive focus and an ability to respond to creative ideas from grant seekers.

3. Grant funding will encourage programs that enhance cooperation and collaboration among organizations within our community.
4. If an organization chooses to act as a fiscal sponsor for another organization applying for a grant, the fiscal sponsor may not also apply for a grant on its own behalf. Schools, religious organizations, some civic organizations, and local government units may be exempt from this rule, in the sole discretion of the Foundation and based on the facts and circumstances of the specific situation.
5. All applications are available through the Foundation's online application system.
6. Review periods for grant requests will be at the sole discretion of the Foundation and may change from time to time. Current grant periods for the Community Grant Program are detailed below.
7. Grantees that are unable to spend or encumber the entire amount awarded or complete a majority of the funded activity within the funded grant period are required to either refund any remaining balance with an explanation or submit a grant period extension request. Extensions must be requested before the current grant period ends. Failure to provide a timely extension request could result in forfeiture of all remaining funds, at the Foundation's sole discretion. Timely filed extension requests shall be approved or denied in writing by the Foundation in its sole discretion. Upon the Foundation's receipt of an extension request, grantees will be notified of our decision within 10-14 business days. If approved, all funds must be expended within the time period requested and a final report filed with the Foundation in writing. If denied, all remaining funds must be returned within 30 days of notification to the Foundation. The Grant Extension Request Form can be found online on the Foundation's website at [www.cfsouthernindiana.com](http://www.cfsouthernindiana.com).
8. In reviewing grant applications, the Foundation will give careful consideration to those applications that demonstrate the greatest impact on the community.
9. The Community Foundation of Southern Indiana **does not typically fund:**
  - Annual appeals, endowment funds, membership contributions or fundraising events
  - Existing obligations, loans or debt retirement
  - Long-term operating support
  - Multi-year grants or repeat funding for the same project or program
  - Medical, scientific or academic research
  - Operating and construction costs at schools, universities and private academies unless there is significant opportunity for community use or collaboration
  - Projects aimed at promoting a particular religion or construction projects of churches and other religious institutions
  - Political campaigns, advocacy or direct lobbying efforts by 501(c)(3) organizations
  - Services commonly regarded as the responsibility of governmental agencies, such as fire and police protection
  - Travel for individuals, bands, sports teams, classes and similar groups

## II Guidelines for Community Grants Application and Awards Process

### Application Process:

The application for Assist Grants is available online. Catalyst Grants require a Letter of Intent which can also be submitted online. In any review period where the Grants Committee does not select any Community Catalyst Grant requests for funding, the Foundation in its sole discretion may not award any grants in that period.

### Number of Applications Per Year Per Applicant:

For either level of Community Grant award made to a grantee, the grantee cannot apply more than one time per year and application is limited to either an Assist Grant or a Catalyst Grant but not both. For any applicant denied an award for an Assist Grant in any given year that wants to be considered for the next review period, they must resubmit a new application. For any applicant denied an award for a Catalyst Grant in any given year that wants to be considered for the next review period, they can submit a written request to roll over their application to the next review period for consideration, with the opportunity to modify the application to update information without creating a completely new application.

### Application Review Periods:

Community Assist Grants (\$5,000 or less) and Community Catalyst Grants (more than \$5,000) will be reviewed quarterly and awards made in the quarter immediately following. The review periods are as follows: January 1-March 31, April 1-June 30, July 1-September 30, October 1-December 31. Deadlines to submit for each review period are the last day of the last month of the end of each quarter as outlined above.

### Grant Periods:

For both grant levels, the grant period will begin in the first month following the end of the quarter in which the applicant applied and will end on the final report date as so determined by the Foundation. Community Catalyst Grants may exceed a period of more than one year, depending on the project or program being supported. The executed Grant Agreement will confirm the grant period dates.

### Final Reports:

Grantees at both grant levels will be required to submit a final report. The Foundation will notify the grantee in writing what the appropriate Final Report due date will be and what information will be required for each level of grant.