



WAYNE COUNTY, INDIANA, FOUNDATION, INC.

**POLICY STATEMENT AND PROCEDURES  
PERTAINING TO GRANTS AWARDED THROUGH  
TRADITIONAL, COMMUNITY GRANTMAKING CYCLES**

**BACKGROUND**

The mission of the Wayne County Foundation is to foster and encourage private philanthropic giving, enhance the spirit of community, and improve the quality of life in the Wayne County, Indiana, area now and for future generations. To achieve these goals, the Foundation awards distributions from discretionary and field-of-interest funds in accordance with donors' wishes and its understanding of the needs and opportunities in the community at any given time. This policy statement applies to those grants awarded through the Foundation's "traditional" grantmaking cycles, currently administered annually.

The Foundation views the grants it makes as investments in our community. These policies and procedures are intended to promote fair and nondiscriminatory processes; support well-informed decision-making; and ensure the highest and best use of the limited resources available. At the same time, the Foundation hopes to inspire creative approaches to moving our community forward and encourage a wide range of applications and proposals representing the many different facets of our community.

**ELIGIBILITY**

Generally speaking, grants can only be made to qualified charitable organizations operating in the public interest and providing benefit to the citizens of Wayne County, Indiana. Other groups and government entities may also qualify, provided they are operating very broadly in the public interest and/or are aligned with a qualified charity that has agreed to serve as a fiscal sponsor. No grants will be made that return private benefit to any individual or group of individuals that is disproportionate to the benefit provided to the community; support illegal activity; or threaten the Foundation's qualified charity status. The programs or initiatives in question must be essentially charitable in nature.

## TYPES OF PROJECTS FUNDED

The Foundation funds organizations, programs, projects, and initiatives that seek to improve the quality of life in Wayne County, Indiana, and enhance the spirit of the Wayne County community. With few exceptions, funding requests for these purposes can be classified into one of the following categories:

| <b>Category</b>                               | <b>Defining Characteristics</b>  |
|---|--|
| <b>Seed/Startup</b>                           | <p>New organization or initiative seeking qualified charity status (seed) or having received it in the last three years (startup).</p> <p>Represents a new approach to a problem or opportunity that is not already in place.</p>            |
| <b>Bridge</b>                                 | <p>Organizations or established programs in transition from one funding model to another or in need of temporary support until the regular funding model can be re-established.</p>  |
| <b>A Special or One-Time Project or Event</b> | <p>A new program or initiative of an established organization or a one-time event / project with a specific dollar amount required for completion.</p>   |
| <b>Capital Improvement</b>                    | <p>Very similar to a Special or One-Time Project request, but involving major capital improvements to facilities or equipment</p> <p>Usually involving a community-wide campaign to generate the necessary funds from many contributors.</p> |
| <b>Capacity Building</b>                      | <p>A program or initiative of an existing organization that is designed both to provide benefit to the community and advance the ability of the organization to do its work more effectively in the future.</p>                              |
| <b>Sustaining</b>                             | <p>A recurring program or initiative of an existing organization that has received prior Foundation support.</p>   |

We are especially interested in proposals that:

- Address a community problem or special project of some significance in a way not already being attempted or already being funded by some other means
- Present an innovative and practical approach to a community problem or project
- Promote collaborative relationships between organizations in order to most effectively leverage resources and reduce duplication of services
- Have a broad reach, as represented by the number of people involved or affected, and/or demonstrates a significant importance or depth of impact to those who are involved or affected
- Set forth a work plan which shows an ability to achieve the project's goal
- Demonstrate sustainability for projects or programs that are to be ongoing
- Give evidence of the qualifications and stability of the organization applying
- Come from organizations which did not participate in the most recent Challenge Match

In general, the Foundation will not fund requests for the following purposes in its traditional grantmaking cycle:

- Annual Fund Campaigns and/or Operating Funds
- Debt reduction
- Religious purposes or capital improvements to church-owned facilities
- Political activity
- Grants to individuals
- Individual travel
- Public school services required by state law
- Standard instructional or regular operating costs of non-public schools

- Organizations that have already received funding from the Foundation in a traditional cycle in the current calendar year
- Organizations that have an unexpended award still active from any prior traditional cycle for a purpose similar to the current application, except Capital Improvement Awards

## **APPLICATION AND REVIEW PROCESS**

A traditional grant cycle application process has the following components:

### **Announcement**

The Foundation will release information on its website ([waynecountyfoundation.org](http://waynecountyfoundation.org)) and to area media announcing information about the upcoming cycle. This will include all related deadlines, the expected decision date, and the expected amount of Foundation-managed dollars that will be available during the cycle. The Foundation may also announce dates of grant-writing workshops and information sessions. Interested organizations are strongly encouraged to send representatives to one of these meetings before submitting an application. Or meet directly with the Program Officer.

### **Pre-Application Materials**

For any organization planning to submit an application, the Foundation requires the pre-application questions be completed through the online application system by the deadline announced. These questions will include a summary description of the project or program to be funded, and (in the case of traditional grant cycle) a brief budget narrative indicating the intended use of Foundation funds. Evidence of the approval by one of the applying organization's Board officers will also be requested at this time.

### **Application Narrative**

Using the online application system, the applying organization submits an application narrative that speaks to all of the items listed below by the deadline announced:

- A Grant Application Cover Page (Draft copy already provided as part of the pre-application materials.)
- A summary of the program / project in 100 words or less (Draft copy already provided as part of the pre-application materials.)
- Brief description of your organization's history, purpose and population served

- Statement of need
- Project description and anticipated community impact
- A list of specific, measurable objectives for this program or project
- A detailed plan to measure and report on reaching the objectives stated
- A project budget narrative (Draft copy already provided as part of the pre-application materials) plus supporting documentation of anticipated expenses as appropriate
- A completed budget form (supplied by the Foundation) indicating the anticipated expenses and sources of income associated with the project or initiative
- A list of the organization's board members
- A Statement of Financial Position (Balance Sheet) and Operating Statement (Income/Expense Statement) from the most recently completed fiscal year
- Attachments such as letters of support, samples of publicity, audio/video material, or other supporting media may also be included, but are not required

### **Grant Committee Review and Recommendations**

The Foundation's Grant Committee reviews all of the applications received and scores them using rubrics built into the online application system. Committee members may require additional information from the applying organization and, in some cases, may request a site visit to meet with related personnel. Upon reviewing and discussing all of the applications, the Grant Committee will make its recommendations about grant-making to the Foundation's Board of Directors.

### **Board Approval**

The Foundation's Board will review the submitted grant applications along with the Grant Committee's recommendations. The Board may also request additional information from applying organizations. The Board will make a final determination about grant award amounts and announce them by the deadline indicated.

### **Awards**

The Foundation will issue grant agreements to organizations with successful applications as appropriate. Funds will be awarded upon the return of the signed agreement. Members of the Foundation staff are also available to discuss questions

about the amount awarded, how the funds may be used, and in cases of organizations that do not receive any award amount, recommendations for future applications.

### **Grant Use Reporting**

Six months after a grant is awarded and every six months thereafter until the grant is finished, each grantee must submit a Grant Use Report to the Foundation using the online application system. A completed budget form (supplied by the Foundation) indicating the actual receipt and expenditure of funds associated with the project or initiative, as well as any other supporting material that may be required by the grant agreement, is due as part of the last report. Organizations that do not submit grant use information or that submit incomplete information may be ineligible to participate in future Foundation grant cycles.

## **OTHER**

### **Field of Interest Funds**

In addition to unrestricted funds that can be granted at the Foundation Board's discretion, the following field-of-interest funds represent opportunities to support more specific community interests. Dollars from these funds will be applied as appropriate through the traditional grantmaking cycle.

- Animal Welfare
- The Arts
- Education
- The Environment
- Human Service Assistance
- Literacy

### **Recognition**

The grantee is expected to acknowledge the Foundation's support of this project or program in media releases, announcements, and written materials. Copies of the Foundation logo are available in digital format for incorporating into project materials.

### **Conflicts of Interest and Self-Dealing**

Legal requirements forbid Foundation staff, board members, and members of their families from profiting financially from any grant. Beyond that, all persons actively connected with the Foundation will be required to follow the Foundation's conflict of interest policies to avoid any self-interest in the processing and disposition of grant requests.

**IN SUMMARY**

The Foundation exists to serve the Wayne County community and it encourages grant requests from all segments of the community. The Foundation will use its discretionary resources to address needs and fund opportunities as they relate to improving the quality of life here and enhancing the spirit of the Wayne County community. It will strive to maintain a constructive, supportive and harmonious relationship with the community and review applications in a fair and impartial manner.

Approved February 19, 2015  
Reviewed and Affirmed February 16, 2017  
by the Board of Directors

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Amy Noe Dudas, Secretary