



Guidelines for Traditional Grantmaking Cycles **Revised January 2022**

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.

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

Grants may be made to qualified charitable organizations operating in public interest and providing benefit to the citizens of Wayne County, Indiana. Other groups or government entities may also qualify, provided they are operating very broadly in the public interest and/or are aligned with a qualified charity.

The Wayne County Foundation is committed to the principles of good grantmaking and due diligence that includes, but is not limited to, the following:

- Grants are only made for charitable purposes.
- Grants are only made to organizations that are in good financial health and well managed, and grants are only made for projects that are well-conceived and likely to be successful.
- No benefits shall accrue from any grant to any staff member, or staff member's family. Further, no benefit from any grant shall accrue to any advisor, volunteer or donor who is involved in the grant review or recommendation of a grant.
- Grants are used by each grantee for the appropriate purposes as approved by the Foundation's Board of Directors.

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.

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
- Offer a program that is new, previously facilitated, or ongoing effort.

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

- Annual Fund and Endowment Campaigns
- Debt reduction
- Post-event or after-the-fact applications
- Religious purposes or capital improvements to church-owned facilities
- Political activity
- Grants to individuals
- Individual travel
- Services such as fire, police, schools, parks, etc. that are the responsibility of government and tax supported. (We may, however, occasionally support special projects of these agencies)
- Standard instructional or regular operating costs of non-public schools

- Organizations located outside of Wayne County not providing direct services in the county
- Organizations that have an unexpended award still active from any prior traditional cycle for a purpose similar to the current application and,
- Past grantees that are delinquent in reporting on a previous grant.

In general, an organization may only receive one grant award per year.

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) and to area media announcing information about the upcoming cycle. The Foundation may also announce dates information sessions. Interested organizations are strongly encouraged to send representatives to one of these meetings before submitting an application. Or meet directly with the Foundation staff.

Application

Applications must be submitted online using the Foundation's online application system.

Grant Committee Review and Recommendations

The Foundation's Grant Committee reviews all of the applications received. 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.

Post Grant Reporting

Each grantee must submit a post grant report to the Foundation using the online grant reporting 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 by one month after the grant period ends. Organizations that do not submit grant use information or that submit incomplete information may be ineligible to participate in future Foundation grant cycles.

Recognition

The grantee is expected to acknowledge the Foundation's support of this project or program in media releases, announcements, and written 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.