



GUIDELINES FOR TRADITIONAL GRANTMAKING CYCLES REVISED FEBRUARY 2020

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. These guidelines apply 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 guidelines 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. Programs or initiatives must be essentially charitable in nature.

The Foundation's grant program strives to anticipate the changing needs of the community and be flexible in responding to them. To that end, we are especially interested in proposals that:

- Examine the underlying causes that are creating a local need and seek a solution to address that need
- Are proactive rather than reactive
- Are change-oriented and problem-solving in nature
- Strengthen the grant-seeking organization and are directly related to the organization's mission
- Balance the amount of the request with the potential benefit
- Demonstrate sustainability for projects or programs that are to be ongoing
- Encourage cooperation and elimination of duplicate services
- Have the potential to encourage donations from the general public through a match by the Foundation
- Have the potential of leveraging additional grants from other funding sources
- Have a broad reach, as represented by the number of people affected, and/or the depth of impact to those who are involved or affected
- Provide start-up money for projects or programs that are not duplicative and that make the organization more effective and better able to reach sustainability

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

- Annual Fund Campaigns and/or Operating Funds
- 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
- Endowment campaigns, unless the endowment is located at the Wayne County Foundation
- Organizations located outside of Wayne County not providing direct services in the county
- Organizations that have an unexpended award from any prior traditional cycle for a purpose similar to the current application

Additionally, past grantees that are delinquent in reporting on a previous grant are not eligible to apply.

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 of grant-writing workshops and an information session will be held February 26, 2020. Organizations interested in submitting a proposal are strongly encouraged to send representatives to the meeting or meet with the Program Officer.

Application Narrative

All proposals must be submitted to the Wayne County Foundation using the online application system. The narrative must include:

- Brief description of your organization's history, purpose and population served
- Project description including statement of need and anticipated community impact
- A list of specific, measurable outcomes and a detailed plan to measure and report on reaching those outcomes
- A detailed budget narrative 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 program
- A list of the organization's board members
- A Statement of Financial Position (Balance Sheet) and Operating Statement (Income/Expense Statement) for 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
- Evidence of the approval by one of the applying organization's Board officers

Grant Committee Review and Recommendations

The Foundation's Grant Committee reviews all of the applications. 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 Grant Committee's recommendations, and may request additional information from applying organizations. The Board will then 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. Funds will be awarded upon the return of the signed agreement. Members of the Foundation staff are 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

Grant Use Reports are due by February 1. If the project is not complete at that time, an interim report should be filed with a final report due by June 30. We generally ask that projects be completed within 12 months of receipt of funding. However, we understand that sometimes projects are delayed due to unforeseen circumstances. If you do find that your grant project will not be completed within 12 months, please contact Lisa Bates, Program Officer, for an extension of your grant term. Organizations that do not submit grant use information or that submit incomplete information may be ineligible to participate in future Foundation grant cycles.

OTHER**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.