

# 2009 Grant Application Packet

## COMMUNITY FOUNDATION

OF THE QUINCY AREA  
P.O. BOX 741  
QUINCY, IL 62306-0741

(217) 222-1237 □ [www.mycommunityfoundation.org](http://www.mycommunityfoundation.org) □ [grantsqacf@adams.net](mailto:grantsqacf@adams.net)

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### GRANT POLICY AND GUIDELINES

To effectively fulfill its philanthropic responsibilities within the limits of its resources, the Community Foundation of the Quincy Area's grants program will operate in accordance with the following policy and guidelines.

#### Grant Policy

#### Eligible Organizations

##### Grants to 501(c)(3) Organizations

The Community Foundation will consider grant requests from nonprofit organizations that are recognized as exempt under **Section 501(c)(3) of the IRS Code**. A copy of the grantee organization's 501(c)(3) IRS Determination Letter is required as an attachment to the grant application and kept on file. Among the exceptions to the 501(c)(3) designations are: governmental entities, public educational institutions and religious organizations, which are defined by the IRS in Section 170(c)(1) or in 170(b)(1)(A). *See Grants to Non-501(c)(3) Organizations.*

##### Grants to Non-501(c)(3) Organizations

If an organization submitting a grant request for a charitable purpose is not a 501(c)(3) entity, the organization must submit the grant request under umbrella of a 501(c)(3) organization who has agreed to be the "Fiscal Sponsor" on the grant request. A 501(c)(3) organization who has agreed to be a Fiscal Sponsor for a non-501(c)(3) organization on a grant request must comply with the following list of responsibilities.

Responsibilities of a fiscal sponsor include:

- 1) Be the applicant of record and sign the application form.
- 2) Enter into a letter of agreement with the sponsored organization outlining and stipulating the terms of the relationship between fiscal sponsor and the sponsored organization.
- 3) Complete all required forms and enter into a contractual agreement with the Community Foundation for the receipt of the grant funds, and provide a copy of the letter of agreement entered into with the sponsored organization.
- 4) Receive the funds from Community Foundation.
- 5) Maintain accurate and up-to-date records of the receipt of the funds to the stipulations of the grant agreement.
- 6) Disburse the funds to the sponsored entity as warranted and agreed to by the terms of the letter of agreement that exists between the fiscal sponsor and the sponsored organization.
- 7) Maintain an accurate and up-to-date accounting of expenditures and income for the project.
- 8) Submit a final grant report of overall expenses and income for the project (all sources) to the Community Foundation within the time period stipulated in the grant agreement.
- 9) Reimburse the Community Foundation for any grant funds disbursed which are not spent according to the stipulations of the grant contract.
- 10) Undergo a fiscal review of financial records pertaining to the grant by the Community Foundation if such review is deemed appropriate.
- 11) List all fees charged by the fiscal sponsor to the grant seeker.

## Charitable Interests and Areas of Funding

The Community Foundation's charitable interests lie in the fields of arts and culture, community betterment, education, health, and human services. The Community Foundation's primary focus and support encompasses the following counties: Adams, Brown, Hancock, and Pike in Illinois; Clark, Lewis, Marion, Ralls, Pike, Knox, Shelby, and Monroe in Missouri; and Lee in Iowa.

### 1. ACTIVITIES CONSIDERED FOR SUPPORT:

- Programs and projects in arts and culture, community betterment, education, health, and human services that serve a broad sector of the community, are innovative, and are responsive to changing community needs
- Programs and projects that will enable nonprofit and charitable agencies to reduce costs, increase efficiency, and move toward self-sufficiency
- "Seed Grants" to initiate promising new projects and programs so that such projects and programs are able to demonstrate their usefulness to the community
- Programs and projects that address and help resolve important existing or emerging community issues
- Programs and projects that support new and creative projects and people offering the greatest opportunity for positive and significant change
- Programs and projects that facilitate cooperation and collaboration among organizations
- Programs and projects that identify, enhance, and expand leadership in the community through the support of charitable activities that empower individuals
- Programs and projects that improve the quality or scope of charitable works in the community
- Operating support and capital expenditures

### 2. ACTIVITIES GENERALLY NOT CONSIDERED FOR SUPPORT:

- Endowment and annual fund drives, budget deficits, and debt reduction
- Multi-year grants
- National fundraising efforts
- Sponsorships for fundraising or for-profit events or recurring events
- Grants for political campaigns or organizations that directly or indirectly participate in them

### 3. OTHER CHARITABLE SUPPORT:

- The Community Foundation may also support charitable projects in the community or award scholarships; in these cases there are specific policies and procedures which the Community Foundation follows to assure charitable purposes are met and that compliance with all regulations are met.

## Grant Guidelines

The grant guidelines of the Community Foundation represent the specific processes, requirements and restrictions utilized to carry out its practice of awarding grants to applicant organizations.

1. As previously stated in this policy and procedures, grants will be made to support projects and programs of organizations that qualify as charitable tax-exempt organizations under the Internal Revenue Code guidelines, whose projects or programs directly benefit the citizens of the Community Foundation's geographic area of interest.
2. Competitive grant requests are reviewed by the Community Foundation's Grant Committee which is made up of members of the Board of Directors and community members. The Board of Directors must provide final approval of all grants made by the Community Foundation. However, the Board reserves the right to consider individual requests at any regularly scheduled meeting.
3. Grants will be made to support projects and programs of organizations that prove to be responsible fiscal agents by providing tangible proof of adequate accounting procedures.

4. No grants will be made solely to individuals but can be made for the benefit of certain individuals for such purposes as scholarships and special programs through educational institutions and other sponsoring recipient organizations.
5. Multiple grants to the same organization are acceptable.
6. Recurring grants for the same program are acceptable, but not to be encouraged.
7. No grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general community programs.
8. No grants will be made for projects, programs, and/or equipment that were completed or acquired prior to grant funds being awarded.
9. Final grant evaluation reports will be required to be submitted by the grantees or fiscal sponsors as outlined by the Community Foundation's policy and guidelines.
10. Any organization applying or \$3,500 or more may have a site visit by the grant committee regardless of evaluation scores.

### **Grant Evaluation Criteria**

In reviewing grant proposals, the Community Foundation generally utilizes the following evaluation criteria.

1. Is there an established need or opportunity for the project or program for which the grant is requested?
2. Is it appropriate for the Community Foundation to make a grant for the requested purpose, or are there other more compatible sources for potential funding?
3. Does the Community Foundation have adequate resources to effectively respond to this need?
4. Is it for the good of the community?
5. Special attention will be given to those grant applications which include collaboration between two or more nonprofit applicant organizations in carrying out the proposed project(s).

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## 2009 GRANT PROGRAMS

The Community Foundation of the Quincy Area welcomes requests for grants from non-profit organizations that are recognized as exempt under Section 501(c)(3) of the IRS Code. Applicants **must** complete the Community Foundation's Grant Application Form. Incomplete Grant Applications will be disqualified.

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Applicants **must** comply with the following:

1. **Eligible** grant applicants must complete the Community Foundation of the Quincy Area's Grant Application Form. **The Grant Review Committee will determine the appropriate fund for applications received.**

Hints for successful completion of the grant application:

- **Read** the entire application, including the checklist.
- **Do not** reformat the Summary Sheet.
- You **may** reformat the Grant Application form.
- **Contact** the Community Foundation office at 217-222-1237 or at [grantsqacf@adams.net](mailto:grantsqacf@adams.net) with questions about the application or process.
- **Review of documentation is by APPOINTMENT ONLY. Requests must be made prior to May 18, 2009. NO EXCEPTIONS.**

2. Applications and supporting documents **MUST be postmarked (or stamped by the Community Foundation) on or before June 1.**

- **Any Grant Application not complying with the deadline will NOT be considered.**
- **Hand delivery is by APPOINTMENT ONLY. Requests must be made prior to May 18, 2009. NO EXCEPTIONS.**

**Do not wait until the last minute to make an appointment.**

3. Under certain circumstances, applicants should be prepared for a site visit of their agency at the mutual convenience of the applicant and the Community Foundation's Grant Committee. Further, the Grants Committee and the Community Foundation Board retain the option of holding an application open in order to request further information from the applying organization. The decision to request additional information is at the sole discretion of the Grant Committee and/or the Board of Directors.
4. The Board of Directors anticipates distributing grant monies from several funds. See accompanying list – 2009 Grant Funds. The Board of Directors is responsible for final grant decisions and will distribute grants pursuant to these and other guidelines that the Community Foundation has established.
5. **Grant funds must be expended within one year of receipt (check date) of grant funds. An organization cannot apply again until the funds are expended and a final report has been received and accepted by the Community Foundation.**

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## 2009 COMPETITIVE GRANT FUNDS

### **Competitive Grants from Unrestricted Endowment Funds**

- Grant requests are considered in the fields of arts and culture, community betterment, education, health, and human services.
- Geographic focus and support may encompass the following counties: Adams, Brown, Hancock, and Pike in Illinois; Clark, Lewis, Marion, Ralls, Pike, Knox, Shelby, and Monroe in Missouri; and Lee in Iowa.
- Grants from these funds will generally be limited to \$1,000 or less.

### **Anticipated distribution in September**

### **Competitive Grants from Field of Interest Funds**

- Funds are set up with parameters for support in specific interest areas, such as the arts or human services, or by geographic locations, such as a specific school district, community or county.
- Grants from these individual funds may range from \$150 to \$5,000.

### **Anticipated distribution in November**

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**The Board of Directors of the Community Foundation may consider requests in excess of these amounts under appropriate circumstances. The Board may award partial funding to some applicants.**

COMMUNITY FOUNDATION  
OF THE QUINCY AREA

GRANT SUMMARY SHEET  
(Do not reformat this page)

FOR OFFICE USE ONLY Date Postmarked: Final Reports Received: Application #2009-  
 Disqualified  Denied  Approved Amount \$ Profile #

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact Person (Title) \_\_\_\_\_

Best days/times to contact \_\_\_\_\_

Executive Director/CEO \_\_\_\_\_ Board Chairperson \_\_\_\_\_

Organization's Fiscal year (Date) is: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
month day month day

This request is for:

General Support: Amount requested \$ \_\_\_\_\_  
Operating expenses including salaries, Organization's Total Budget \$ \_\_\_\_\_  
materials, supplies, equipment or utility bills.

\*\*\*\*\* OR \*\*\*\*\*

Project/Program Support: Amount requested \$ \_\_\_\_\_  
Specific set of connected activities with Project's Total Budget \$ \_\_\_\_\_  
a defined beginning and end, explicit  
objectives and predetermined cost.

NOTE: If you are requesting funds for purchase of items, include two vendor bids/quotes in application packet.

Please provide a summary of your request. Use 3 -5 sentences only. Use this space only.

APPLICANT MUST CHECK ONE ONLY:

- Arts and Culture
- Community Betterment
- Education
- Health
- Human Services

Are you using a Fiscal Sponsor?: \_\_\_\_\_

Name of your Fiscal Sponsor: \_\_\_\_\_

Must submit material as noted on the Fiscal Sponsor's Documentation form.

Please read the following carefully and provide all required information.  
If additional space is needed, you may go to our website to download this Application Form:  
[www.mycommunityfoundation.org](http://www.mycommunityfoundation.org)

1. Summarize your organization's mission. (Use 2-3 sentences only)

2. What geographic region does your organization serve?

3. Describe the population that your organization serves.

Number Served \_\_\_\_\_ Age(s) \_\_\_\_\_

Gender(s) \_\_\_\_\_ Other \_\_\_\_\_

If this request is for project support, describe who will be directly served by this project.

Number Served \_\_\_\_\_ Age(s) \_\_\_\_\_

Gender(s) \_\_\_\_\_ Other \_\_\_\_\_

4. Who will be responsible for this project? What are their qualifications to carry out this specific project?

5. Is this is a collaborative effort?

6. If this is a collaborative effort, describe the nature, scope and roles/responsibilities of the effort and partners.

7. List the organization(s) participating in this collaboration.

Organization  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Contact  
Person \_\_\_\_\_

Include a signed letter of agreement from the collaborating organization(s) detailing the nature and roles/responsibility of that partner.

8. **Outside of this effort, are you involved in other collaborations? If yes, please describe.**
9. **Does your organization have an endowment or a foundation or is part of an umbrella organization that provides funding? If yes, provide a brief description of this relationship.**
10. **How will this grant improve your organization's effectiveness, reduce costs, and/or promote self-sufficiency?**
11. **What is the proposed time frame for using this grant?**
12. **What are the expected outcomes and impact that this program or project will make?**
13. **Please provide a timeframe for the expected impact of this grant?**
14. **How will you monitor and evaluate the impact of this project, program, or general support? (This is more than numbers served—includes behavior changed, lessons learned, etc.)**
15. **How would only partial funding from the Community Foundation impact your ability to provide this project, program or meet general support needs?**
16. **Have you made preparations if only partial funding is provided? If so, describe. If not, why?**
17. **What other sources of funding have been or are being sought for this program, project, or general support?**
18. **How do you plan to maintain this project/program following initial Community Foundation funding?**

**NOTE: All grant funds must be expended within one year of check date. An organization cannot apply for another grant until the funds are expended and all Final Grant & Budget Reports have been received and approved by the Community Foundation. Incomplete reports will prohibit consideration of further grants.**

**Prior to the release of any grant monies, a grant recipient must sign a grant agreement agreeing to use grant funds for the sole purpose stated in the applicant's grant application form.**

**A grant and budget report covering the use of the grant funds must be submitted to the Community Foundation of the Quincy Area as specified in the grant agreement.**

**Failure to comply with the terms of the grant agreement or to submit completed reports will jeopardize any future grants from the Community Foundation of the Quincy Area.**

\_\_\_\_\_  
**Board Chairperson—PRINT or TYPE**

\_\_\_\_\_  
**CEO/Executive Director—PRINT or TYPE**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**If using a Fiscal Sponsor, the following signatures are required:**

\_\_\_\_\_  
**Board Chairperson—PRINT or TYPE**

\_\_\_\_\_  
**CEO/Executive Director—PRINT or TYPE**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*This application will not be considered complete without proper signatures.*

## PROJECT/PROGRAM BUDGET FORM

Use this form **ONLY** if your organization is requesting project/program support.

- Where necessary, provide a brief description or justification of line items.
- Only include costs directly attributed to your grant proposal.
- Add or delete items to reflect your proposal.

**ATTACH TWO VENDOR'S BIDS/QUOTES IF YOU ARE REQUESTING FUNDS FOR PURCHASE OF ITEMS (i.e. computers, software, furniture, equipment, etc.)**

EXPENSE	Amount	INCOME	Requested	Committed
Item				
Salaries & wages		Community Foundation		
		Other Funders: <b>LIST THEM</b>		
		• <i>Foundations</i>		
		• <i>Government</i>		
Benefits & payroll taxes				
Consultants & professional fees		• <i>United Way</i>		
Travel		• <i>Corporations</i>		
Equipment				
Supplies		• <i>Individual Contributions</i>		
Training				
Printing & copying		Membership income		
Telephone & fax		Fundraising events		
Postage				
Rent & utilities				
In-kind expense		In-kind support		
Other: Specify		Other: Specify		
<b>TOTAL EXPENSE</b>		<b>TOTAL INCOME</b>		

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## REQUIRED DOCUMENTATION

CHECK BOXES AND SUBMIT WITH YOUR APPLICATION.

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### **Incomplete Grant Applications will be disqualified.** *(Keep a copy for your records.)*

Grant application documents should be held together with a binder clip or a paper clip.  
(No staples, folders, notebooks or bound copies.)

#### **A complete Grant Application must include ONE COPY of the following:**

- If your organization received a grant from the Community Foundation last year, you must include a completed copy of the final **Grant and Budget Report Form**.  
*Applicants will not be considered if the final report for a previous grant has not been submitted and accepted by the Community Foundation.*
- Copy of your IRS Code 501(c)(3) Tax Determination Letter. This will be from the U.S. Treasury Department.  
*If you do not have 501(c)(3) status and are using a Fiscal Sponsor, the Fiscal Sponsor must complete and submit materials required on Fiscal Sponsor's Documentation form.*
- Signed copy of your Board of Directors' Resolution, meeting minutes authorizing filing of grant application or section of **bylaws or governing documents that state that is responsible for applying for grants on behalf of your organization**.  
*Resolution must be signed by authorized agent of the organization.*
- If you are working with another organization on this program or project, you must include a signed letter of agreement describing the nature of the collaboration from the Executive Director or Board Chairman of the collaborating organization on their organization's letterhead.
- Your most recently completed Fiscal Year Audit
- Your most recent (Federal) Form 990 or 990N.
- Organizations with under \$25,000 in gross receipts must provide proof to the Community Foundation that the federal form 990N E-Postcard has been filed. You must file a 990N E-Postcard as required by new IRS laws.
- If your organization is not required to file an audit, you must enclose a recently completed financial statement.

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#### *Above materials are to be placed **FIRST**.*

#### **A complete Grant Application must also include 11 collated sets of the following materials:**

- Completed Summary Sheet.
- Completed and signed Grant Application Form.
- Project/Program budget form, only if your grant request is for project support.
- Current operating budget with year-to-date financial information.
- Two bids/quotes only if you are requesting funds for purchase of items.
- List of officers and directors of your organization.
- Organization's informational brochure or one-page description of organization.

**Applications must be postmarked (or stamped by the Community Foundation) on or before: JUNE 1, 2009.**

