

Community Foundation

Of the Quincy Area

P.O. Box 741

Quincy, IL 62306-0741

(217) 222-1237 • www.mycommunityfoundation.org • grantsqacf@adams.net

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.

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).

2011 GRANT PROGRAM DETAILS

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.** Incomplete Grant Applications will be disqualified.
- 2) 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 the umbrella of a 501(c)(3) Fiscal Sponsor organization. Please note the special sections throughout the application that must be completed by organizations using a Fiscal Sponsor.
- 3) Hints for successful completion of the grant application:
 - **Read** the entire application, including the required documentation. At the top of the online application there is a "Print Question Legend" icon. Clicking on it will create a PDF of the application.
 - Some applicants find it helpful to prepare some of the longer answers in a word processing document and then cut and paste that text into the online application. Use the "Print Question Legend" icon to print the questions, which you can then cut and paste into a word processing document.
 - You will be asked to attach several documents in the required documentation section. If these documents exist in electronic format you may attach them using the Browse button in the application. If they are not in electronic format, you may use the Fax to File feature on the upper left side of the application page. Complete instructions for using Fax to File are available by clicking on the icon in the application.
 - Community Foundation staff will review the documentation and your application for completeness **ONLY. Review of documentation is by APPOINTMENT ONLY. Requests must be made prior to May 23, 2011. NO EXCEPTIONS.** Applicants should complete and attach all documents in the online application form and "Save as Draft" prior to the appointment.
 - **Contact** the Community Foundation office at 217-222-1237 or at grantsqacf@adams.net with questions about the application, grant process, or to receive technical assistance.
- 4) All online applications must be submitted on or before midnight (central time) on June 1, 2011. Any Grant Application not complying with the deadline will NOT be considered.
- 5) 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 staff or Grant Committee. Further, the Grant Committee and the Community Foundation Board retain the option of holding an application open in order to request further information. The decision to request additional information is at the sole discretion of the Grant Committee and/or the Board of Directors.
- 6) The Board of Directors anticipates distributing grant monies from several funds. See accompanying list – 2011 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.
- 7) **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.
- 8) If a grant is awarded, prior to the release of any grant monies, the grant recipient must sign a grant agreement agreeing to use grant funds for the sole purpose stated in the applicant's 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.

2011 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 2011

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 2011

***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.**