



ORANGE COUNTY COMMUNITY FOUNDATION, INC.
2017 Youth Council Grant Cycle

2017 TIMELINE AND CHECKLIST

Timeline:

Application Packets Available	9:00 AM on Thursday, February 24, 2017
Application Deadline Date/Time	4:00 PM on Monday, March 13, 2017
Development Visits (if necessary)	As needed
Final Decisions Made	On or after April 27, 2016

Proposal Checklist:

Original Application and four (4) copies of:

- Grant application with required signatures and supporting documentation (narrative, implementation details, etc. as outlined on application).

One (1) copy (attached to the original grant application only) of the following:

- IRS tax-exempt determination letter
- Mission statement
- Annual operating budget (most recent and past two years)
- Board of Directors list
- Staff list and brief resumes
- Letter of support from financial or project partners
- Background materials related to the project/program

Send all requested materials by the final report date specified in your grant agreement to:

Program Associate
c/o Lauren Goodman
Orange County Community Foundation
1075 N. Sandy Hook Rd. Ste. 2
Paoli, IN 47454

Phone: 812-723-4150 Fax: 812-723-7304

Electronic copies may be emailed to: laurengoodman@orangecountycommunityfoundation.org



ORANGE COUNTY COMMUNITY FOUNDATION, INC.
2017 Application for Grant Funding

Name of Organization _____ Date _____

Legal Mailing Address _____ City, State, Zip _____

Phone _____ Fax _____

Federal Tax Identification Number (FEIN) _____

Board President or Chair _____ Email _____

Project Contact Person _____ Email _____

Project Title _____

Amount Requested _____ Total Projected Project Cost _____

INSTRUCTIONS

On a separate page, provide the following information, numbered as below. Please refer to the Proposal Checklist included with this packet for a full list of requirements prior to submission of this application.

1. **Project Narrative:** Please provide a concise summary of the proposed project, indicating the community need being addressed, and why your organization is qualified to address this need. State your target population and the number of people it will serve. Include your organization’s experience with similar projects and describe how the project fits into your organization’s overall mission.
2. **Funding:** Describe how the foundation’s grant funds would be used, as well as funding from any other sources. Include a detailed project budget, showing all projected costs and revenues for the project.
3. **Implementation:** Describe to us the means by which you will carry out your project, step by step. Explain how your organization has the capacity and resources to undertake and continue the project. Include the project timeline in this section.
4. **Evaluation:** Explain how you will evaluate the success of your project and the impact it has on the Orange County community. Will it enhance your organization’s effectiveness or sustainability? How will you ensure the sustainability of the project itself?
5. **Other:** Tell us about other sources of income for your organization for the last two years, and the amounts and percentage of total income that were provided. Do members of your board support your organization financially? List other groups or organizations with which you are affiliated. If other groups or organizations are addressing the same issue(s) addressed by your project, what are you planning to do differently? Do you plan to coordinate efforts with them in addressing the issue(s)?

To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant. Applicant hereby certifies that it does not discriminate on the basis of race, national origin, religion, gender, gender preference, age, or disability (“non-discrimination factors”) in its policies, practices, services, or standards for participation in its programs, except to the extent any program lawfully provides services to a limited segment of the population based on any such non-discrimination factor. It is expressly understood and agreed that Orange County Community Foundation is not a joint participant in, nor provider of, any of the Grant Applicant’s programs or services. Orange County Community Foundation’s role in Applicant’s programs and services is limited solely to making grants and assuring that grants are administered in accordance with the terms of the approved application. The Applicant represents and warrants that it will use all granted funds in accordance with applicable laws. Applicant agrees to indemnify and hold Orange County Community Foundation harmless from any liability imposed on Orange County Community Foundation based on any conduct or omission occurring in connection with a program or service of the Applicant for which the Foundation has provided a grant.

Name of authorized representative	Title:	Telephone:
Signature of authorized representative		Date:



ORANGE COUNTY COMMUNITY FOUNDATION, INC.
2017 Grant Criteria

CRITERIA

- Unrestricted grants will be made only to organizations whose programs benefit the residents of Orange County.
- Grant from Orange County Community Foundation must meet legal and tax requirements as to purpose and may be made only to non-profit organizations and government agencies. However, for-profit entities which apply will be considered if their project or program serves a charitable purpose.
- Grant recipients must show that their financial affairs are being properly administered and may be required to submit audited balance sheets and operating statements.
- No grants will be made to support political parties or political campaigns.
- No grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general community programs.
- No grants will be made exclusively for endowment creation or debt reduction of the recipient organizations.
- The Foundation will not consider grant applications proposed by individuals or organizations responsible for advisory bodies or persons unless letters of recommendation or approval from said advisory bodies or persons accompany the grant proposals.
- Generally, grants will not be made for programs and/or equipment that were committed to prior to the grant application being submitted.
- Grantees must submit interim and final grant evaluation reports as requested by the Foundation. Failure to submit these reports may render the grant recipient ineligible for future grant awards. Failure to submit these reports represents a violation of the terms of agreement, and could result in withholding of grant funds or require that grant funds to be returned to the Foundation.
- Generally, if grant applicants are turned down for a specific grant application request, they may not re-apply for the same, or similar, request in the next grant cycle.



ORANGE COUNTY COMMUNITY FOUNDATION, INC.
2017 Funding Categories and Priorities

CATEGORIES

- Arts and Cultural
- Civic and Historical
- Community Development
- Education
- Health and Human Services
- Recreation
- Youth

Grants that do the following are HIGHER PRIORITY

- Higher percentage of population reached
- Services Orange County as a whole
- Prevents rather than remediates
- Increases individual access to community resources
- Promotes independence
- Examines and addresses the underlying causes of local problems and issues
- Attracts volunteer resources and support
- Strengthens the non-profit sector
- Encourages collaboration among organizations
- Builds the capacity of the organization
- Offers services not already available in the community
- Creates new job(s)

Grants that do the following are LOWER PRIORITY

- Funds new or routine maintenance construction projects (except renovations of existing facilities that enable the organization to provide a better quality of service to Orange County)
- Funds annual giving or capital campaigns
- Funds normal operating expenses (except start-up expenses)
- Funds computer hardware equipment purchase
- Provides multi-year funding to organizations that have received an OCCF grant in the previous year. (However, the Grants Committee reserves the right to fund a program more than once within a year if committee members determine that the program is sufficiently beneficial to Orange County.)
- Organizations having an existing tax-base of support

The following are absolutely not funded

- Advocacy or political purposes
- Promotion of the teachings of a particular church, denomination or religion
- General group or individual travel expenses
- Debt, new or existing
- Individuals, except in conformance with the purposes of the Foundation as set forth in the Articles of Incorporation
- Re-granting (funds earmarked to grant to another organization)