**UNION COUNTY FOUNDATION, INC.**

**COMMUNITY IMPACT GRANT APPLICATION & PROCESS**

The Foundation utilizes a formal “Grant Application Form” which can be obtained at the Foundation office or from its website: **www.ucfoundationinc.org.**

**IMPORTANT:** Because the grant Guidelines, Policies and Application Form may change from time to time please makes sure you are using the most recently revised application packet materials. Your application may not be considered if you have used an outdated form of if you have not provided all of the requested information asked for on the current application.The Foundation’s staff or Grants Committee may contact applicants for additional information, clarification or site visit.

One original completed grant application plus 6 copies should be submitted to Foundation’s office (in person if possible) or by mail following the funding cycle calendar below. The applying organization may be contacted for additional information or site visit if needed.

All grant requests are reviewed by the Foundation’s staff and Grants Committee. The Committee reports to the Board of Directors and presents a recommendation for each grant cycle at Board’s regularly scheduled meetings where all grant decisions are finalized. All applicants will be notified of the funding decision in writing or via email.

**Returning applicants**: Please make sure you have submitted a Completion Report for any previous grant awards. No new grant applications will be considered unless the reporting on previous grants is successfully completed.

**COMMUNITY IMPACT GRANTS FUNDING CYCLES:**

**The Union County Foundation reviews applications 4 times a year as follows:**

**Announcement Applications Due Grants Committee Board Selections**

**of Funding cycle**  **Meeting Approval Announced**

Nov. 1st week December 31 Jan. 1st week Jan. 3rd week Feb. 1st week

Feb. 1st week March 31 April 1st week April 3rd week May 1st week

May 1st week June 30 July 1st week July 3rd week Aug. 1st week

Aug. 1st week September 30 Oct. 1st week Oct. 3rd week Nov. 1st week

 **Any significant deviations will be announced in the Liberty Herald.**



**Please read carefully prior to completing the Grant Application.**

**UNION COUNTY FOUNDATION**

**COMMUNITY IMPACT GRANTS GUIDELINES & POLICIES**

In order to fulfill its philanthropic mission in Union County, the Foundation’s community impact grants program is operated in accordance with the following guidelines and policies. These grant guidelines and policies apply to the Community Impact Grant Program from the unrestricted funds at the Foundation.

**GRANT GUIDELINES:**

1. Foundation community impact grants program will strive to anticipate the changing needs of the community and be flexible in responding to them;
2. The program is change-oriented and problem-solving in nature with emphasis on “seed” money or pilot project support rather than for ongoing general operating support;
3. Program focuses on those types of grants which will have the greatest benefit per dollar granted;
4. Program focuses on those types of grants which will benefit the greatest number of people;
5. Program encourages the participation of other funding contributors by using matching, challenge, and other grant techniques;
6. Program coordinates with other sources of funding such as government, other foundations, and associations to maximize the collective impact and outcome for community

**GRANT POLICIES:**

1. Grants will be made ***only to not-for-profit organizations*** which provide for a responsible fiscal agent and adequate accounting procedures. You are required to provide the Foundation with a copy of your organization’s Internal Revenue Service Determination Letter showing your Not-for-Profit status and your Employer Identification Number (Federal ID#);
2. Grants will be made to organizations whose programs benefit the residents of Union County (except as indicated below);
3. No grants will be made solely to individuals but can be made for the benefit of individuals for such purposes as scholarships and special programs through educational institutions and other sponsoring recipient organizations;
4. Generally, grants will not be made to enable individuals or groups of individuals to attend seminars or take trips except where there are special circumstances which will benefit the larger community;
5. No grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general charitable community programs;
6. No grants will be made for partisan political programs or activities;
7. Generally, no grant proposals will be considered by the Foundation which have been proposed by individuals or organizations answering to advisory bodies or persons, unless letter of support or approval from those advisory bodies or persons accompanies the grant proposals – For example a funding request for a school program submitted by a teacher needs to have a letter of support from the school principal attached;
8. Generally, grants will not be made for previously incurred debt;
9. It is the general policy of the Foundation to operate without discrimination as to age, race, religion, sex, sexual orientation or national origin in its overall administration including the consideration of grant requests from agencies and organizations.

**UNION COUNTY FOUNDATION**

**404 Eaton St., Liberty, IN 47353 \* Phone:765-458-7664 \* Fax: 765-458-0522\***

**www.ucfoundationinc.org**

**COMMUNITY IMPACT GRANT APPLICATION FORM**

**PROJECT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION APPLYING FOR GRANT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON FILLING OUT THIS FORM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR AFFILIATION WITH ORGANIZATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT PHONE NUMBER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TREASURER OF GROUP OR ORGANIZATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL PROJECT COST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT OF GRANT REQUEST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE NEEDED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would amount less than requested funding be helpful?**

 [ ]  YES

 [ ]  NO

 **Approximate number of people project will benefit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you anticipate that this will be an annual request?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you applied for other grants or expect other funding for this project? If yes, what organizations did you apply to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**If the Foundation is unable to fund your request, how will it impact your project?**

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 **List other sources of KNOWN FUNDING for the project and the amount(s):**

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 **List other sources of POSSIBLE FUNDING for the project and the amount(s):**

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**EXPLANATION AND ITEMIZATION OF HOW THE FUNDS WILL BE USED:**\*\*\*INCLUDE LINE ITEM BUDGET SHOWING EXPECTED FUNDING AND PROJECTED EXPENSES\*\*\*

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

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

**Feel free to attach any supporting information regarding your project, for example pictures, data, quotes, past results, etc**.

**If you have any questions please call the Foundation office at 765-458-7664 or email to dklein@ucfoundationinc.org**

**ATTACH FOLLOWING DOCUMENTS TO COMPLETE YOUR APPLICATION:**

1. A copy of the IRS Determination Letter for your organization showing your not-for-profit status and your federal Employer Identification Number (EIN).
2. A support letter from the organization’s advisory body or person – as stated in section g.) of the Grant Policies in this packet.