



COMMUNITY IMPACT GRANTS PROGRAM

APPLICATION & POLICIES

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 make sure you are using the most recently revised application packet materials. Your application may not be considered if you have used an outdated form or if you have not provided all of the requested information asked for on the current application.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.

FUNDING CYCLES

Announcement of Funding cycle	Applications Due	Grants Committee Meeting	Board Approval	Grant Awards Announced
Nov. 1 st week	December 31	Jan. 1 st week	Jan. 3 rd week	Feb. 1 st week
Feb. 1 st week	March 31	April 1 st week	April 3 rd week	May 1 st week
May 1 st week	June 30	July 1 st week	July 3 rd week	Aug. 1 st week
Aug. 1 st week	September 30	Oct. 1 st week	Oct. 3 rd week	Nov. 1 st week

Any significant deviations will be announced in the Liberty Herald and UC Foundation Facebook page.

GUIDELINES & POLICIES

Please read carefully prior to completing the Grant Application.

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:

- a. Foundation community impact grants program will strive to anticipate the changing needs of the community and be flexible in responding to them;
- b. 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;
- c. Program focuses on those types of grants which will have the greatest benefit per dollar granted;
- d. Program focuses on those types of grants which will benefit the greatest number of people;
- e. Program encourages the participation of other funding contributors by using matching, challenge, and other grant techniques;
- f. 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:

- a. 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#);
- b. Grants will be made to organizations whose programs benefit the residents of Union County (except as indicated below);
- c. 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;
- d. 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;
- e. No grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general charitable community programs;
- f. No grants will be made for partisan political programs or activities;
- g. 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 letters of support or approval from those advisory bodies or persons accompany the grant proposals – For example a funding request for a school program needs to have a letter of support from the school principal attached;
- h. Generally, grants will not be made for previously incurred debt;
- i. Nondiscrimination policy: No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the community foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the community foundation.

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

Please type.

PROJECT NAME: [Click here to enter text.](#)

PERSON FILLING OUT THIS FORM: [Click here to enter text.](#)

AFFILIATION WITH ORGANIZATION: [Click here to enter text.](#)

CONTACT PHONE NUMBER: [Click here to enter text.](#)

CONTACT ADDRESS: [Click here to enter text.](#)

E-MAIL ADDRESS: [Click here to enter text.](#)

TREASURER OF GROUP OR ORGANIZATION: [Click here to enter text.](#)

TOTAL PROJECT COST: [Click here to enter text.](#)

AMOUNT OF GRANT REQUEST: [Click here to enter text.](#)

DATE NEEDED: [Click here to enter text.](#)

Would amount less than requested funding be helpful?

YES

NO

Approximate number of people project will benefit: [Click here to enter text.](#)

Do you anticipate that this will be an annual request? [Click here to enter text.](#)

Have you applied for other grants or expect other funding? If yes, what organizations did you apply to?

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

Click here to enter text.

Signature:

Date: Click here to enter text.

**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 jharvey@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.