



Community Foundation Grant Guidelines:

Submitting a Proposal:

Applicants are encouraged to discuss their grant request with Community Foundation staff. Please call 260-665-6656 for assistance.

The following guidelines are to furnish you with information necessary to apply for a Community Foundation grant. Each proposal is evaluated on (1.) It's potential value to Steuben County. (2.) The amount of planning, vision and collaboration expressed in the application. (3.) The planned measure of outcomes.

During the initial review process the Foundation staff may contact you for additional information. Organizations applying for funding are required to use the grant application form. Please submit one copy of the application and required attachments.

Proposal Guidelines:

The Foundation encourages projects that: address priority community concerns, encourage more effective use of community resources, test or demonstrate new approaches and techniques in the solution of community problems, intend to strengthen the management capabilities of agencies, and promote volunteer participation.

Grant Objectives:

In order to serve the community the Foundation has identified four categories in which needs exist:

- Human Services – (due by 4:30 p.m. on the last business day of July)
- Healthcare – (due by 4:30 p.m. on the last business day of October)
- Education - (due by 4:30 p.m. on the last business day of January)
- Arts and the environment – (due by 4:30 p.m. on the last business day of April)

Review Process:

First the staff will review a proposal for its fit to general guidelines and to ensure it is complete. The proposal is then forwarded to the grants review committee, who evaluate the proposal against Foundation criteria. The grant committee makes recommendations to the Board of Directors for their final decision. Applicants will be notified of the outcome after the Board of Director's meeting.

Final Report:

All grant recipients are required to submit a final report when the project is complete or no later than one year from the date the grant was approved. Failure to submit prohibits the organization from receiving future grants.

Typically not funded:

Include but are not limited to, annual campaigns, fundraising, private schools, religious/sectarian causes, political activities, advertising, loans, travel, projects outside our area, general operating/administrative expenses, individuals, and debt reduction.