



## **Community Foundation of Switzerland County, Inc.**

### **Community Fund Grant Policy and Process**

**Approved: February 8, 2011; Amended: December 18, 2012; August 16, 2016; January 17, 2017**

This grant policy and process applies only to the unrestricted philanthropic funds of the CFSCI and not to those funds for which the beneficiary or beneficiaries have been designated by the donor or for which the donor has restricted the use of a particular fund to a specific charitable purpose or geographic area. Those designated and restricted funds will be administered separately in relation to their respective donor agreements.

#### **Statement of Non-Discrimination**

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.

#### **General Information:**

- Grants will be made only to charitable projects and programs that benefit the residents of Switzerland County.
- Grants will be made only to organizations that provide for a responsible fiscal agent and adequate accounting procedures
- Incomplete applications or applications submitted past the application deadline will not be considered. All submitted applications are considered final and no revisions will be accepted without prior approval.
- Grants will be made only to organizations that are current on previous grant reporting requirements.
- Grant recipients and fiscal agents will sign and abide by the respective conditions as set forth in the Foundation's "Grant Agreement" and "Grant Report".

#### **Preference will be given to proposals that:**

- Have the greatest benefit per dollar granted.
- Have the potential of leveraging additional grants from other sources.
- Will make a significant improvement in our community.
- Show cooperation and collaboration among institutions.

#### **While the Community Foundation remains flexible in attempting to meet community needs, the following items generally are not funded:**

- Acquisition of weapons, firearms or destructive devices as defined in the Indiana Code under IC 35-41-1-8 or IC 35-47-5-2-4.
- Annual appeals, sponsorships or membership contributions.
- Attempts to influence legislation or to intervene in any political campaign.
- Endowments.
- General Operating Expenses.

- Individuals.
- Purchases made prior to the grant being funded.
- Debt reduction.
- Religious purposes.
- Travel or lodging expenses to enable individuals or groups to attend seminars or take trips.

## **Grant Application Process (*The Foundation is a paperless process*)**

- Deadlines: TBA.
- Application is an on-line process. Link is available on website.
- On-line access will stop at 3:00 p.m. on deadline date. The Foundation is not responsible for internet server problems. Late applications will not be reviewed.
- An email will be sent to indicate the application was received.

All requests for grants are reviewed by the Staff to determine that the application is complete and meets the Grant Guidelines. The Grants Committee, which is made up of members of the board of directors and outside advisors, reviews applications and makes grant recommendations to the full Board of Directors.

Committee members may visit the applicants at their facilities or location where a project/program will occur, and may contact others familiar with the organization and the need which the application addresses. The applicant may also be asked to meet briefly with the committee to discuss the project.

Conflicts of Interest. Because board and committee members are active in the community, potential conflicts of interest may arise from time to time. It is the Foundation's policy to deal with any conflicts of interest as openly as possible. A conflict of interest is defined as any activity or interest that may cause bias for or against a particular grant being considered. Committee and board members will disclose in writing and discuss potential conflicts and answer relevant questions. Once a conflict is disclosed, that member will abstain from further consideration of a particular grant.

### **Grant Payment Process**

All grant applicants will be notified in writing with respect to the grant decisions of the CFSCI Board of Directors. Recipients will receive a Grant Agreement with a notification letter. Grant Agreements must be signed and returned to the CFSCI office before a payment request can be made. Payment of the grant will not be released until the project or program is ready to begin. A Request for Funds must be submitted at least two weeks before the funds are needed.

### **Grant Report Process**

A final grant report is required by each grantee by the date indicated on the cover page of the signed Grant Agreement. Failure to file reports by the required due date, will result in the organization being ineligible to apply for future grants until reports are current.