

Ripley County Community Foundation Small Project Grants

Small Project Grants are available throughout the year (not just during the traditional Fall Granting Cycle) for amounts up to \$500. The projects must meet the Foundation's charitable guidelines for traditional grants.

Organizations may only apply for one small project grant each year; they may also apply for a grant during the traditional fall granting cycle if they receive a small project grant. Organizations may only apply for one larger grant in the fall.

Any funds received for a previous grant must be spent before an organization may apply for another grant and all grant reporting must be current.

The Foundation has set aside money from Community Granting funds to be able to meet needs that arise during the calendar year.

Applications will be accepted anytime during the year but decisions will only be made by the 30th of April, July, September, and December. **To be considered, application must be made by the 1st business day of each of these months.** Applications not received by the 1st will be held for the next Small Project Grant period.

Please attach a copy of your organization's IRS 501(c)3 determination letter to the completed application. If this is on file in the Foundation office, it is not necessary. Please check to be sure.

Completed applications should be sent to the RCCF office at:
132 South Main Street, Batesville, IN 47006

**Ripley County Community Foundation
Small Project Grants
Application**

_____ **Date of Application**

Name of Organization: _____

Director of Organization: _____

This organization is a 501(c)3, governmental or educational entity: _____ Yes _____ No

RCCF can only issue checks to organizations that have a 501(c)3 or are governmental or are educational entities. If you answered "NO" for the line above, **what organization will handle your grant funds by serving as your fiscal agent?** Please verify that this organization will do this by having a letter of support from of the President from their board.

Project Contact Person: _____

Mailing Address: _____

Telephone: _____ e-mail: _____

Organization's most recent year-end information:

Year-end Date _____ Annual Receipts _____ Annual Expenditures _____

Name of Project: _____

Please describe the project purpose on an attached sheet of paper in as much detail as possible.

Project Amount Requested: _____ Total Cost of Project: _____
(not to exceed \$500)

Specifically describe budgeted use of Project Funds by line item in space below in as much detail as possible. Attach written estimates for the project when applicable:

If the project expenses are greater than \$500, where will the additional funding come from?

Project Timeline: _____ (beginning date) _____ (estimated completion date)

RIPLEY COUNTY COMMUNITY FOUNDATION, INC. GRANTS PROGRAM GUIDELINES

The mission of the Ripley County Community Foundation (RCCF) is to assist donors in building an enduring source of charitable assets to benefit the citizens and qualified organizations of Ripley County.

The RCCF strives to provide responsible stewardship of the gifts donated; to promote leadership in addressing Ripley County's issues; and to make grants in the fields of community service, social service, education, health, environment, and the arts.

AREAS OF INTEREST

The RCCF considers needs that generally fall into the following categories:

Community Service-To support programs related to community development; to support general community programs or projects designed to improve life in Ripley County.

Social Services-To support human service organizations, programs for children, youth, and senior citizens; to improve youth leadership and encourage positive development of youth.

Education-To address contemporary issues and needs; help children and adults with special needs; and to encourage positive educational development in Ripley County.

Health-To support community health and prevention programs.

Environment-To support environmental education and activities to enhance and maintain a good environment.

The Arts-To support programs and facilities that are designed to establish a diversified cultural program that offers widespread opportunities for participation and appreciation.

Grant applications must fall into one of the above categories.

Each organization may submit one small grant and one large grant application per calendar year. Please call the RCCF office if you have questions.

Grant Guidelines, Policies and Evaluation Criteria

In order to fulfill most effectively its philanthropic responsibilities in Ripley County within the limits of its resources, the RCCF in its grant program will emphasize focused and effective types of grants. The grants program will be operated in accordance with the following guidelines.

The RCCF Grants Program will:

1. Strive to anticipate the changing needs of the community and be flexible in responding to them.
2. Be change-oriented and problem-solving in nature with emphasis on “seed” money or pilot project support.
3. General operating support grants might be considered.
4. Focus on those types of grants that will have the greatest benefit per dollar granted.
5. Encourage the participation of other contributions by matching, challenge and other grant techniques.

Grant Policies

1. Priority will be given to non-profit organizations and programs operating in Ripley County.
2. Grants will be made only to organizations that have a responsible fiscal agent and adequate accounting procedures.
3. Grant applications must qualify as exempt organization under Internal Revenue Code Section 501(c), or be sponsored by such organizations, or qualify as governmental or educational entities or possess similar attributes per IRS Code Section 509(a).
4. No grants will be made solely to individuals.
5. No grants will be made to defray travel or lodging expenses to enable individuals or groups to attend seminars or take trips.
6. No grants will be made exclusively for endowment purposes of recipient organizations.
7. No grants will be made for programs which will have been completed and funded prior to the RCCF’s publicized date for grant decisions. No grants will be made to repay acquisition costs for equipment already purchased and paid for.
8. No grant shall be made for the 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.
9. No grants will be made specifically for sectarian religious purposes, but can be made to religious organizations for general community programs, or to preserve an historical site (typically 100 years or older).
10. Organizations who have been awarded prior grants must have complied with all reporting requirements and be in good standing before submitting another grant application. Non-compliance will result in exclusion from future granting.
11. No grants will be made to attempt to influence legislation or to intervene in any political campaign (including the publishing or distribution of statement) on behalf of any candidate for public office.
12. RCCF reserves the right to refuse any and all grant applications.
13. Grant recipients and fiscal agents will sign and abide by the respective conditions as set forth in the foundation’s “Grant Award Agreements” and “Grant Report Forms”.

Grant Evaluation Criteria

1. Eligibility-Basic documentation provided
2. Organization Strength-Credible organization? Evidence of community support?
3. People-Key personnel, leadership of organization?
4. Financial condition
5. Problem or need being addressed
6. Program Objectives-realistic and measurable?
7. Methods-plans sufficiently detailed? Timetable?
8. Evaluation-Procedure to measure accomplishments of objectives?
9. Future/other funding - Other funding sources?
10. Is the proposal clear and logically presented? Is there extensive use of jargon