



givingtogether

CROWN POINT
COMMUNITY FOUNDATION

Dear Applicant:

Enclosed please find an application for a grant from the Crown Point Community Foundation. The Grant Committee reviews applications three times a year. The three cycles are Feb. 1, June 1 and Sept. 1. Applications received after the deadline will be held for consideration during the following cycle.

Prior to submitting a grant proposal, we suggest that you carefully review the attached guidelines that the Foundation uses to determine eligibility for grants from the unrestricted funds held in the Crown Point Community Foundation Endowment Fund.

- Please use staples to hold your application packet together.
- The application sheet should be the first piece in the packet.
- Do not send applications in folders, binders or any other packaging.
- Do not exceed the three-page limit for the narrative section of your proposal.
- Applications should be sent by mail or delivered to the Foundation office.

Upon submission, this application and accompanying materials become the property of the Foundation and will be used as deemed appropriate by the Foundation. The application may be reviewed with community planning agencies and other individuals and organizations as we assess the project and its potential significance. The information may also be shared with other funding sources.

All applicants will be notified by mail regarding the final funding decision, which is made by the Board of Directors of the Crown Point Community Foundation.

Sincerely,
Patricia Huber
President

Enclosures

Important notice—While the Community Foundation reviews all grants with prudence and impartiality, some grants awarded to past recipients could *be less* than in the past or may not be continued. This is not necessarily a reflection on your organization's request, but may be due to the amount allocated for grants this year.



GRANT APPLICATION

Name of Organization: _____

Address: _____

City, State, Zip: _____

E-Mail address: _____

Amount Requested: \$ _____ (Federal EIN#) _____
Employee Identification # _____

Purpose of Grant (one sentence) _____

Contact Person: _____ Phone: _____

Signature: _____ Date: _____

If grant is awarded, make distribution check payable to: _____

Please provide 7 packets of the following materials in this order:

- This Completed Application Form
- Narrative of your proposal (Three pages or less)
- Proposed Budget (Include revenue and expenses for the project)
- List of your organization's Officers and Board of Directors

Please provide 1 copy of the following:

- Recent financial audit or year – end financial statement
- Copy of 501 (c) (3) tax exemption ruling from the Internal Revenue Service

Return Grant Application to:

Crown Point Community Foundation

Post Office Box 522

Crown Point, IN 46308 – 0522

Or drop off at:

115 S. Court St. Crown Point, IN 46307

Phone 219-662-7252

Fax 219-662-9493

www.crownpointcommunityfoundation.org

Email cpcf@sbcglobal.net



Grant Guidelines

The Crown Point Community Foundation will consider grant applications for projects in the following Fields of Interest:

Education, Health and Human Services, Civic Affairs, Preservation and Conservation, Arts and Culture.

The Crown Point Community Foundation is interested in funding projects, which will improve the quality of life for citizens in the Crown Point area. When reviewing grant applications, the Crown Point Community Foundation will give consideration to the following guidelines:

- Distributions from the Crown Point Community Foundation Endowment Fund shall be limited to projects within the territorial boundaries of the Crown Point Community School Corporation and South Lake County. Donor Advised Funds and Designated Funds do not have geographical restrictions.
- Only one grant application per organization or agency will be eligible within a 12-month period.
- The potential community impact of the grant and the number of people who will benefit.
- The extent of local volunteers' involvement and support for the project.
- The composition and level of commitment of the organization's directors/trustees.
- The organization's fiscal responsibility and management qualifications.
- The ability of the organization to obtain additional funding to implement the project.
- The organization's ability to provide funding after a long-term grant has expired.
- Grants are usually made to non-profit organizations exempt from federal taxation under section 501 (c) (3) of the Internal Revenue Code and to other charitable civic organizations.
- Scholarships are payable to the institution.
- Grants are primarily awarded to underwrite program expenses or to fund capital expenditures.
- Grants are usually not made for endowment purposes.
- No grants may be used for any political campaign, or to support attempts to influence the legislature of any governmental body.
- The Foundation operates without discrimination as to age, race, religion, sex, disability, or national origin in the consideration of grant requests. The Foundation funds only grant seekers who do not unlawfully discriminate as to age, race, religion, sex, disability, or national origin.

The grant proposal must outline the project goals and objectives; plan for implementation; budget; staffing needs and / or volunteer component; method of evaluation; and explanation of how the project will impact the community.

The information provided should be brief enough to facilitate Foundation review, yet complete enough to provide a basis for a valid decision.

Please limit your proposal narrative to three (3) pages. The following questions will assist you.

1. What is the purpose of your organization? How long has it been in existence? Whom does it serve?
2. What are the issues that this project will try to address?
3. What is the purpose of this project?
4. Describe who will be served by this project. How many people will be served? What is the geographic area served by this project? What percent of your clients are from the south Lake County service area?
5. What role do you anticipate for volunteers in this project?
6. Who else in the community is working on this issue? What will you do that is better or different than existing programs? How will you coordinate your project with existing programs?
7. How will this project enhance or improve your organization's effectiveness?
8. What other funding sources have you contacted? How much has been funded to date? How will this project be funded in the future?
9. How will the project be evaluated?
10. Describe the impact of this project on the organization, clients and the community.
11. What evidence can you give regarding the ability of your organization to implement this project?
12. What other information would you like to provide?