

# THE PORTLAND FOUNDATION GRANT INSTRUCTIONS

(Revised October 2013)

**Please read these guidelines carefully, as they govern our Grantmaking process!**

**(download the application to your computer BEFORE filling out)**

## GRANTMAKING GUIDELINES

Thank you for your interest in The Portland Foundation (the Foundation). The following information will assist you in determining whether to apply to the Foundation for funding and explain how to proceed if you are eligible to do so. Please review these materials carefully. While the Foundation would like to support all the important work being carried out by Jay County's not-for-profit organizations, its financial resources are limited. The information provided through the application process helps the Foundation make sound decisions based on its mission, the directives of donors, and the Foundation's goal to provide effective assistance to as many organizations as possible.

## POLICY STATEMENT FOR GRANTMAKING

The objective of the Foundation is to develop a protected pool of capital to generate income, so that the income can be used to energize and nourish endeavors that seek to serve the charitable, cultural and community improvement needs of the citizens now and hereafter residing in **Jay County, Indiana**. Our grant policies will be designed to conform to that overall objective.

## WHO WE FUND

The Foundation makes grants to tax-exempt (501)(c) organizations operating or proposing to operate programs for the benefit of **Jay County residents**.

## WHAT WE FUND

The Foundation makes grants to increase the capacity of Jay County's not-for-profit organizations to respond effectively to the needs of the community. In general, the Foundation *prefers* funding for:

- **One-time projects or needs**
- **Start-up costs for new programs**
- **Capital needs beyond an applicant's capabilities and means.**

In addition, field of interest funding is available on a limited basis for the areas of:

- Emergency service agencies
- The benefit of elderly citizens of Jay County
- Portland area general community improvement
- Needy families
- Libraries
- Historical facilities
- Care and prevention of cruelty to animals
- Handicapped children
- Education of sensory impaired children

Historically, the Foundation has funded projects in the areas of community development, arts and culture, health and human services, youth, and education.

WHAT WE DO NOT FUND The Foundation will not normally consider grants from unrestricted funds for the following purposes:

- Individuals other than scholarships (separate applications exist for the scholarship program)
- Organizations for religious or sectarian purposes
- Make-up of operating deficits, post-event or after-the-fact situations
- Endowment campaigns
- For any propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns.

In addition, the Foundation board is *reluctant* to approve grants to any organization for the purpose of maintaining an on-going operating budget or for multi-year grant requests. (Please contact the Foundation office before submitting a multi-year grant request). However, exceptions to this may be made at the discretion of the Board.

## HOW TO APPLY

This application can also be accessed at our website [www.portlandfoundation.org](http://www.portlandfoundation.org).

Completed, computer-generated, application forms should be sent electronically to the Program Officer at [jcook@portlandfoundation.org](mailto:jcook@portlandfoundation.org).

***Applications that do not contain all of the requested information may not be considered.*** If information requested is not available an explanation is required. To facilitate the preparation of complete grant applications, applicants are encouraged to utilize Foundation staff assistance. Contact the Foundation office at (260) 726-4260 if you have any questions or need assistance with your application.

In addition, Foundation staff may contact you to arrange a conference to discuss the application, your organization, or your request. This may be in the form of a site visit, telephone conversation, or a meeting. All proposals will be reviewed by Foundation staff for completeness and to insure they fit within the general guidelines.

Once a grant is received, the Foundation anticipates that the funds shall be expended during the calendar year awarded. **Failure to use funds for the purpose designated will result in obligation to repay grant money!** If it appears implementation of the project or program will be delayed, the grant recipient must submit a written explanation which contains a request to encumber the funds for the following calendar/fiscal year. The Foundation's Board of Trustees will determine if the funds may be held over or if the applicant must reapply in a subsequent grant cycle.

## PROPOSALS SHALL INCLUDE

- **Electronic Version of the completed application, emailed to [jcook@portlandfoundation.org](mailto:jcook@portlandfoundation.org)**
- **Budget for proposed project with purchase estimates and/or project bids, if applicable**
- **Most recent financial audit or year-end financial statement AND current budget year-to-date**
- **Copy of 501 (c) tax exemption ruling from the IRS – if not on file at the Foundation office**
- **All pertinent supporting information**

## WHEN TO APPLY

The Foundation Board considers grants two times each year – in February and August. Completed applications must be received at the Foundation office by **5:00p.m.** on:

**January 2, 2014** for consideration in February

**July 3, 2014** for consideration in August

**The Portland Foundation reserves the right to revoke a grant if the implemented project does not comply with our guidelines or reflect the application that was submitted.**

# Preparing a Grant Proposal for The Portland Foundation

## General

- **Read instructions carefully.** Be sure to include all requested information. Grant committee members note your ability/inability to follow directions.
- **Submit Completed Application Electronically.** Computer-generated, application forms should be sent electronically to the Program Officer at [jcook@portlandfoundation.org](mailto:jcook@portlandfoundation.org)

## Content

- **Applications should be brief and to the point.** Avoid using technical or professional jargon that might be unfamiliar to committee members. Remember, those making the grant selections are unlikely to be professionals in your particular field.
- **State/summarize proposed project immediately.** If you give a brief background of the project or organization, do so after you have stated the projects you are proposing to the foundation. Don't require the grant committee members to read several paragraphs (or worse, pages) before you state the purpose of the grant proposal.
- **Demonstrate that you have the support of others for your organization, and this project specifically.** Include other foundations, corporations, and individuals who have already donated or will be working with you to make the project successful.

## Financial Information

- **Fill out all financial information in the application.** This is a specific format required of all applicants. If a line item does not apply to your organization, then write N/A.
- **Include your organization's most recently completed financial statements** in whatever form you maintain that information.
- **Attach detailed project estimates or bids.** The project budget should be an itemized list of the cost of your project. The grants committee needs to know how you determined the project cost. Please attach professional estimates, quotes, etc. These documents demonstrate that you have done your homework and have an accurate sense of what the project will cost.
- **Ask for a specific amount in your request.** If you don't tell the Foundation how much you need then they won't know.
- **Ask for the right amount.** Determine the average range of gifts the foundation has made in the past. Research the amount specific to your type of request.

## Attachments

- **Acknowledge missing information.** If you do not submit one of the requested attachments, state why you have not included the information. The grants committee requests all information for a reason. If you do not acknowledge the omission of information, the committee cannot effectively review your proposal.
- **Label all attachments.** Attachments should be easy to identify. It is also helpful

to arrange attachments in the order addressed in the application.

## Finally

- **Ask questions.** It is better to call the Foundation (at 260-726-4260) with your questions than to submit inadequate or incorrect information.
- **Executive Director** Doug Inman and Program Officer Jessica Cook are available to answer any questions you may have regarding the grant process.

**THE PORTLAND FOUNDATION GRANT APPLICATION**

**Name of Organization:**

**Date Established:**

**Contact Person & Title:**

**Contact Phone:**

**Mailing Address:**

**Telephone of Organization:**

**City, State Zip:**

**501 (c) Organization:**    Yes    No **If no, please explain. If yes, please attach IRS Determination Letter if not already on file at the Foundation office.**

**Grant amount requested \$\_\_\_\_\_ Total cost of project \$\_\_\_\_\_ Percent of total project \_\_\_\_\_%**

**Is this grant request for funding from a specific designated fund or endowment?    Yes    No**  
**If yes, please specify name of fund:**

**Type of grant:    Special Project    Seed Money    Capital    Operating    Programming**

**Briefly describe the project or program for which the funds are requested *in this space*. (You may attach a more detailed explanation *in addition* to this brief summary). Please be specific as to how the requested funds will be spent.**

Continued ▼

**Identify the goal listed, if any, in the Jay County 20/20 Vision report that your project or program helps satisfy, and briefly describe how your project or program helps satisfy that goal.**

Continued ▼

**If the full amount of your request for funding cannot be granted, can your organization accept partial funding and still meet the goals of the project?    Yes    No    If No, please explain:**

Continued ▼

Is this a new or established program or project for your organization?    **New**    **Established**

**Officers, Directors, or Trustees of the Organization (a separate listing may be attached) & how long they have served your organization.**

Continued ▼

Does your organization have paid staff?    **Yes**    **No**    # full-time \_\_\_\_\_ #part-time \_\_\_\_\_  
Will this grant involve the need for additional employees?    **Yes**    **No**    If yes, how many? \_\_\_\_\_

Does your organization utilize volunteers?    **Yes**    **No**    How many per year? \_\_\_\_\_

Is this organization affiliated with any religious organization?    **Yes**    **No**  
If yes, please attach an explanation of affiliation to determine eligibility for the grant program.

Is this organization a past grant applicant?    **Yes**    **No**    past grant recipient?    **Yes**    **No**

Approximate number of individuals or families served by the organization: \_\_\_\_\_

Approximate number of individuals or families served by this grant request: \_\_\_\_\_

Please provide a brief statement of the mission, objectives, and history of the organization.  
(*Within the space provided*)

Continued ▼

**What specific population and/or geographic area will this grant serve?**

**If this is an ongoing project, how will it be funded in the future? If this is a one-time program or purchase, how will maintenance of the purchased items, if appropriate, be funded?**

## SUMMARY OF HOW THIS PROJECT WILL BE FINANCED

How the project money will be spent: Please attach purchase estimates and/or project bids.

Item	Amount	% of Total Project
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b><u>Total Budget of Project</u></b>	_____	<b><u>100%</u></b>

Source of Funds	Amount	Pending/Committed
<u>Your organization's contributions</u>	_____	_____
<u>Public contributions or donations</u>	_____	_____
<u>Loans</u>	_____	_____
<u>Government (please specify)</u>	_____	_____
_____	_____	_____
<u>The Portland Foundation</u>	_____	<u>Pending</u>
<u>Other Foundations (please specify)</u>	_____	_____
_____	_____	_____
<u>Other Sources (please specify)</u>	_____	_____
_____	_____	_____
<b><u>Total Budget of Project</u></b>	_____	_____

In addition to completing the financial information requested, please attach your organization's most recent completed financial statements (audit, if available) and the current annual budget, which also reflects year-to-date income and expenses.

Have you been refused any funding for this request?    Yes    No If yes, please explain.

## FINANCIAL SUMMARY

Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_

	<b>Most Recent Month Ending</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>% of Budget Used</b>
<b>INCOME</b>				
Contributions	_____	_____	_____	_____
Fundraising	_____	_____	_____	_____
Grants	_____	_____	_____	_____
Earned Income	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>Total Income</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>
<b>EXPENSES</b>				
Personnel Costs	_____	_____	_____	_____
Insurance/Benefits	_____	_____	_____	_____
FICA, Taxes	_____	_____	_____	_____
Rent/ Mortgage	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Program Expenses	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>Total Expenses</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>
<b>Income minus Expenses</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>
<b>OTHER INFORMATION</b>				
Checking Balance	_____	Savings Balance	_____	
Total Endowments	_____	CD/ Investment Balance	_____	

Explanation of any unusual expenses this month or so far this year:

**Approximately how many individual donors do you have on a yearly basis?** \_\_\_\_\_

**What percentage of your total income is in the form of individual contributions?** \_\_\_\_\_



**Are you currently collaborating with other organizations to make your project/program/organization a success?    Yes    No    If yes, please explain:**

**What tools will be used to evaluate the project (surveys, pre/post-tests, etc)?    What outcomes will be necessary to classify the project as a success?** Continued ▼

**What evidence do you have that illustrates that this program/project is necessary to your organization and, therefore, to the Jay County community?** Continued ▼

**If you are awarded a grant, how do you propose to publicly acknowledge The Portland Foundation?** ▼

**(If you are a past grant recipient), how have you acknowledged support from The Portland Foundation in the past?    Please attach evidence of past acknowledgments if available.** Continued ▼

**Is there any further information that you wish to include that is pertinent to this grant request?** Continued ▼

**To be signed by the organization's Board President and by the individual to whom future questions and correspondence may be addressed with regard to this application:**

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**President (or equivalent)      Date**  
typed signature & date

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**Contact person and title      Date**  
typed signature & date

# Counterterrorism Compliance

In compliance with the spirit and intent of the **USA Patriot Act** and other counterterrorism laws, The Portland Foundation requests that each applicant organization certify that it is in compliance with the Foundation compliance program.

**Organization Name:** \_\_\_\_\_

<b>Check the appropriate box to indicate you compliance with each of the following:</b>	<b>Comply</b>	<b>Does Not Comply</b>
This Organization is not on any federal terrorism “watch lists,” including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial, technical, in kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not re-grant to organizations, individuals, programs and/or projects outside the United States of America without compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

\* In this form, “material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

**I certify on behalf of the Organization listed above that the foregoing is true.**

**Print Name & Title:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

typed signature & date

A completed application should contain the following: Please check each item

- Electronic copy emailed to [jcook@portlandfoundation.org](mailto:jcook@portlandfoundation.org)
- copy of 501 (c) determination, if not on file at the Foundation office (please call if unsure)
- organization's most recent completed financial statements
- organization's current budget which reflects year-to-date income and expenses
- purchase estimates and/or project bids, if applicable
- phone number where contact person can be reached with any questions
- requested signatures
- completed Counterterrorism Compliance form
- explanation why any of the above are not included

Revised: October 2013

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