



2018 Crawford County Youth Philanthropy Council Fund Grant Instructions and Application Deadline: April 11, 2018

Mission of Community Foundation of Crawford County (CFCC)

The CFCC's mission is to offer philanthropic grant making and estate planning with the professional and financial expertise needed to engage, affect, and inspire charitable giving for the community of Crawford County, Indiana.

The Foundation does this by raising, stewarding, and distributing charitable assets by providing grants to nonprofit organizations, and working toward a shared vision of a vibrant, generous, and just region – with unlimited opportunities. The Foundation focuses on building its endowment to ensure that the CFCC can make generosity last forever.

Background: Youth Philanthropy

The history of the Crawford County Youth Philanthropy Endowment Fund dates back to when the CFCC was a member of the Community Foundation of Southern Indiana.

The Youth Philanthropy Council (YPC) programs were developed in August 2000 when the Community Foundation of Southern Indiana partnered with the Paul W. Ogle Foundation to “promote giving among youth in our community.” These efforts led to the formation of the YPC programs in Clark, Crawford, Floyd, Harrison, and Scott counties. Through the fundraising efforts of the CFCC and the initial impact of the Paul W. Ogle Foundation's generous support, the CFCC continues its steadfast support to providing funding for community projects determined and administered by a Crawford County youth grants committee.

The Crawford County Youth Philanthropy Council

The Crawford County YPC is a grant making program designed to empower the Youth of Crawford County to review, score, and recommend grant proposals that provide meaningful impact to this community. The Crawford County (YPC) administers the annual interest earnings of the Crawford County Youth Philanthropy Endowment Fund, up to \$3,500, to provide financial support to one (1) deserving organization, project, program, or activity unanimously chosen by the YPC.

Eligibility

- Nonprofit, public benefit corporations with evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation. Educational institutions are eligible to apply.
- Nonprofit agencies that serve and benefit the community of Crawford County
- Agencies that operate so that they do not discriminate in the hiring of staff or in providing services on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

Grant Award

Applicants may request amounts up to, but not in excess of \$3,500. **The maximum grant award is \$3,500.**

Grant Period

The grant period is up to one year. Projects, programs, and/or activities can start upon notification of grant approval and must end no later than June 30, 2019. **The CFCC/YPC would appreciate photos related to your project.** These photos may be shared on Facebook, the CFCC's website, or used in the Annual Report. Once submitted, they become the property of CFCC.

Application Review

A grant will be awarded on a competitive basis. Applications will be screened for eligibility and completeness by the CFCC Finance & Programs Manager prior to sharing with the YPC. The Crawford County YPC will evaluate each application and will submit grant recommendations to the CFCC Board of Directors.

Notification of Results

All applicants will be notified of the results by email, mail, and/or phone by May 12, 2018.

How to Apply

1. Please read the eligibility requirements carefully.
2. Complete all forms and answer all questions. Late or incomplete applications may not be considered.

3. Submit the entire Application Packet

A) Submit one (1) ORIGINAL (WITH SIGNATURES) of the following:

- Completed Grant Application Form (Please note the page limits.)
- A list of your Board members and their board roles, employers with their work titles, and their town/county of residence.
- Your current operating budget (Fiscal year or calendar year)

B) Application Submission

Email the Application to:

Laken Fraime at lfraime@cf-cc.org
Email Subject: YPC Grant Application

OR

Mail the Application Packet to:

Laken Fraime, Finance & Programs Manager
Community Foundation of Crawford County (CFCC)
YPC Grant Application
4030 E Goodman Ridge Road, Box D, Marengo, IN 47140

- C) ***Applications must be received in the CFCC Office by NOON on April 11, 2018.*** Late or incomplete applications will NOT be accepted.

- D) For questions, email or call:

Laken Fraime, Finance & Programs Manager
at lfraime@cf-cc.org or (812) 365-2900

Timeline:

- Applications will be released by Noon on March 23. (A news release will be emailed to the Clarion/Democrat for publication on March 28.)
- Applications are due back from Nonprofits to CFCC **by Noon on April 11.**
- The YPC will receive copies of all applications on April 16.
- The YPC will have until April 23 to score all applications.
- The YPC will tally scores at the April 23 meeting and discuss the applications.
- The YPC, if needed, will hold a second meeting on April 26 to determine their choice of a Grantee.
The students will choose one organization to receive the distribution of the Crawford County Youth Philanthropy Fund.
- The YPC will make a recommendation to the CFCC Board of Directors on April 28 and a Grantee will be selected.

All applicants, please save the date of May 12, 9-11 AM for an Award Presentation. The grant recipient is required to accept the award during the Scholarship YPC Award Ceremony at the CCHS Library.



**2018 Crawford County Youth
Philanthropy Council Fund
Grant Guidelines and Instructions
Deadline: April 11, 2018**

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| Internal Use Only: Grant #: _____ |
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Organization / Agency Information

| | | |
|---------------------------------------|-----------------------------|------------------------------|
| <i>Organization/Agency Name:</i> | | |
| <i>Physical Address:</i> | | <i>City/State/Zip</i> |
| <i>Mailing Address:</i> | | <i>City/State/Zip</i> |
| <i>CEO or Director:</i> | | <i>Title:</i> |
| <i>Phone:</i> | <i>Fax:</i> | <i>Email:</i> |
| <i>This Project's Contact Person:</i> | | <i>Title:</i> |
| <i>Day Phone:</i> | <i>Evening/Mobile Phone</i> | <i>Email:</i> |
| <i>Web Site Address:</i> | | <i>Federal Tax ID (EIN):</i> |
| <i>Facebook Address</i> | | |

Project Information

| | | |
|---|-----------------------------------|---|
| <i>Project Name:</i> | | |
| <i>Number of Youth Participants:</i> | <i>Project Start Date:</i> | <i>Project End Date:</i> |
| <i>Amount of Grant Requested:</i> | <i>Total Organization Budget:</i> | <i>Percentage of Organization's Total Budget used for Administration:</i> |
| <i>Purpose of Grant Request (one sentence):</i> | | |

Signatures

| | |
|--|---------------|
| <i>CEO / Director: (please print)</i> | <i>Title:</i> |
| <i>Signature:</i> | <i>Date:</i> |
| <i>Project Manager: (please print)</i> | <i>Title:</i> |
| <i>Signature:</i> | <i>Date:</i> |

Crawford County Youth Philanthropy Council FUND APPLICATION

Deadline: April 11, 2018

Please provide the following information by answering **all questions in sections I, II and III**. Please be clear, specific, concise and thorough; and take note of page length limits.

NARRATIVE (2-page limit:)

I. Organization/Agency Background:

- A. What are the history, mission and purpose of your organization (250-word limit)?
- B. What are some of your current programs and activities (250-word limit)?

II. Project Information (2-page limit):

- A. Describe your project/activity and what results you want to achieve:
 - What you want to do
 - Why you want to do it
 - What you intend to accomplish
 - Who will be involved in the project (i.e., staff, students, community members, volunteers etc.)
- B. Who will benefit from the project? How and in what way(s) will the project benefit the community? Provide an estimated number of beneficiaries, youth and adults.
- C. What is the timetable for implementing the project? Provide a detailed list of activities and/or schedule of events.
- D. How will your organization sustain this project or program?

III. Project with Activity BUDGET (4-page limit):

- A. Please provide a detailed line-item budget for your project by completing the table below. Include all sources of funding for the proposed project. **Total request from Crawford County YPC must not exceed \$3,500, but this can be part of a larger budget.**

| Line Item | Line Item Explanation (Cost breakdown) Ex.: 100 books @ \$5 each = \$500 | Support From Your Agency | Requested Support From YPC | Support From Other Fundors, Include In- Kind Support |
|-------------------|--|-----------------------------|----------------------------------|--|
| \$ | | \$ | \$ | \$ |
| \$ | | \$ | \$ | \$ |
| \$ | | \$ | \$ | \$ |
| \$ | | \$ | \$ | \$ |
| \$ | | \$ | \$ | \$ |
| \$ | | \$ | \$ | \$ |
| Sub Totals | | \$ | \$ | \$ |
| | | | Project Grand Total | \$ |

IV. Ancillary Documents

- A. Please check the boxes below indicating the submission of the ancillary documents that are included with your completed application:
 - A list of Board Members including their board roles, employers, and their town/county of residence.
 - Your current operating budget.