



2017 Crawford County Youth Philanthropy Council Fund Grant Guidelines and Instructions Deadline: April 20, 2017

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 responsive grant making program designed to empower the Youth of Crawford County to review, score, and recommend grant proposals that provide meaningful impact to the 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, 2018.

Application Review

Grants are awarded on a competitive basis. Applications will be screened for eligibility and completeness by the CFCC Programs & Operations Manager. 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 in writing by May 26, 2017

How to Apply

1. Please read the eligibility requirements carefully.
2. Complete all forms and answer all questions.

3. Submit the Application Packet

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

- Completed Grant Application Form (Cover sheet, Narrative (2-page limit), and Budget Page (4-page limit).
- A list of your Board members and their affiliations.
- Your current operating budget (Fiscal year or calendar year)
- A copy of your current 501(c) (3) determination letter from the IRS.

B) **Application Submission**

Mail the Application Packet to:

Wyatt Jackson, Programs & Operations Manager
Community Foundation of Crawford County (CFCC)
P.O. Box 153
Leavenworth, IN 47137

Or Email the application to:

Wyatt Jackson at wjackson@cf-cc.org
Email Subject: YPC Grant Application

C) **Applications must be postmarked or received in the CFCC Office by 5:00 PM on MONTH XX, 2017.**

Late or incomplete applications will NOT be accepted.

D) For questions email or call:

Wyatt Jackson, CFCC Programs & Operations Manager
wjackson@cf-cc.org
(812) 739-2616

****The Youth Philanthropy Council will review and score grant applications.**

Wyatt will call and invite the two applicant finalists to make a presentation at their meeting on one of the following options:

Please save the dates of Tuesday, May 16, 2017 or Wednesday, May 17th, 2017 at 11:30AM for finalist presentations. **

The students will choose one organization to receive the distribution of the Crawford County Youth Philanthropy Fund.



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Internal Use Only:
Grant: _____

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>Contact Person:</i>		<i>Title:</i>
<i>Phone:</i>		<i>Email:</i>
<i>Web Site Address:</i>		<i>Federal Tax ID:</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 20, 2017

Please provide the following information by answering **all questions in I and II in no more than TWO (2) typed pages**. Please be thorough, clear, specific, and concise.

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:

- 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/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.**

Line Item	Line Item Explanation (Cost breakdown) Ex.: 100 books @ \$5 each = \$500	Support From Your Agency	Requested Support From YPC	Requested Support From Other Organizations
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 with their affiliations and town/county of residence.
 - Your current operating budget.
 - A copy of your current 501(c)(3) letter from the IRS.