

GRANT-MAKING GUIDELINES

Eligibility for Grants

Charitable organizations must meet the following criteria to be eligible for funding from the Springfield Foundation:

1. Nonprofit organizations exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code, churches, or government units, including public schools and municipalities. If you do not have a 501(c)(3), you may enter into an agreement with a qualified non-profit that will act as your fiscal agent.
2. Organizations that have a governing board, and conduct business without discrimination on the basis of race, religion, gender, age, disability, or national origin;
3. Programs and projects serving the Clark County, Ohio Community.

Types of Funding

Program Grants support new programs, continuing programs, or expansion of successful programs.

Project Grants are generally short-term activities, or one-time expenses for your organization.

Capital Grants support an organized drive to collect and accumulate substantial funds to finance major needs of an organization such as a building or major renovation project.

Operating Support contributes to an organization's day-to-day, ongoing expenses such as salaries, utilities, office supplies, etc.

Multiple-Year Grants are awarded during the normal grants cycle or as initiative grants. These commitments are most commonly awarded for large building projects but could also be used for continued support of long term programs or operational needs. Multi-year grants are limited in number and are based upon funding projections of the Foundation. If your request is for multiple years of funding, you must schedule a meeting with Foundation Staff to discuss your project prior to submitting your Grant Application.

What the Springfield Foundation Does Not Fund

The Springfield Foundation does not award grants from discretionary funds for the following purposes:

- Awards to individuals, including fellowships, travel, study, research, camps,
- Support for individual political candidates and/or lobbying efforts,
- Annual campaigns or dues,
- Sectarian worship, instruction, or proselytizing,
- Fraternal, political, labor, athletic, social or veterans' groups,
- School bands and school choral groups, drill teams, or color guards,
- Private and parochial schools,
- Debt retirements, deficit financing, annual fund drives or fund raising activities,
- Returning applicants who did not complete their previous grant requirements (i.e., reporting).

Application Process

Before submitting a Grant Application, grant applicants should review these **Grant Making Guidelines** thoroughly for information about funding priorities, selection criteria, and the review process. If an applicant is new to our grant-making process or has never received a grant, a discussion with the Director of Grants and Scholarships is advised in order to determine whether your ideas fit within our guidelines as well as to clarify the grant-making terms and conditions. For new applicants a site-visit will be required and a staff member will contact you to schedule the visit.

Grant Information Sessions are provided by Springfield Foundation Staff to those interested in Springfield Foundation funding. While it is not a requirement, it is recommended that new organizations or organizations that have not applied for funding for 3 years or more make plans to attend one of these sessions. Sessions are held after grant materials have been developed for the year, and are advertised on our website at <http://www.springfieldfoundation.org/grants/upcoming-workshops-deadlines.html>

Grant Application Instructions are available for the **Grant Application**. Please become familiar with these instructions so that your submission will not be declared ineligible. Applicants must use the Foundation's on-line application; no other forms are accepted. The application includes the following elements:

- General Information about your organization.
- A brief concise description of your organization, its goals and significant accomplishments
- A concise description of your program as well as a description of why your proposed program is needed in Clark County, Ohio.
- Specifics about the program and the planned activities (strategies).
- Expected outcomes that are identified and intended to be evaluated.
- Basic and complete financial information.
- Do not provide a cover letter or any attachments that are not requested.

Grant Review

In analyzing a Grant Application, the Springfield Foundation examines the alignment of the proposed project with these Grant Guidelines, Foundation goals, the financial solvency and health of the applying organization, and the organization's capacity to fulfill the project:

1. Appropriateness/Significance:

- Project addresses a community need. Project promotes prevention and addresses systemic, societal problems.
- Project meets at least one Foundation goal in one of the six program areas or meets the criteria of a Field of Interest fund.
- Project involves appropriate partnerships/collaborations.
- The Springfield Foundation will benefit from its partnership with this organization (publicity).

2. Finance:

- Organization's financial condition is stable and has a record of stability.
- Budget is appropriate for the type and level of activity.
- Project budget is realistic and costs are reasonable.

3. **Capacity:**

- Proposed project is consistent with organization's mission.
- Organization has adequate resources, staff and skills to carry out the project.
- Organization is working to improve/grow.
- Organization communicates well and with transparency.
- Appropriate size, composition and level of engagement of Board of Directors.

4. **Methods:**

- Project is clearly defined.
- Project is focused and likely to be successful.
- Program does not duplicate services.
- The program is based on best practices.

5. **Outcomes:**

- Outcomes are clear and realistic.
- Measurement methods are appropriate.
- Evaluation is incorporated with program design.
- If funded before, organization has successfully moved toward achieving outcomes.
- Outcomes are meaningful to community well-being or significantly improve life and impact an appropriate or significant number of individuals within the community.

Deadlines and Notification

Grant Applications and Guidelines Available: June 1, 2018.

Grant Information Meetings: If you are a first-time applicant, you are encouraged to attend a Grant Information Meeting. (See www.springfieldfoundation.org for scheduled meetings.)

Grant Applications Due	Notification	Board Action
August 17, 2018 – 5:00 p.m.	Late November	December

Grant Applications are due by 5:00 0 p.m. on the identified due date. Late submissions are not accepted. You are encouraged to submit applications *in advance* of the due date. **Be sure to save a copy of or print your application for your records. You will not be able to access the report after the deadline.**

Grant applicants are informed in writing regarding grant decisions, including ineligibility, declinations and awards.

Maintenance and Grant Reporting

Organizations interested in Springfield Foundation funding should understand the requirements for maintenance and reporting for grant awards.

Organizations receiving a grant through the Springfield Foundation's discretionary funding process are required to return a Grant Agreement to the Director of Grants and Scholarships. This agreement is to be signed by a staff or board member who has authority to enter into contracts. The award letter is also accompanied by a Credit and Publicity Statement*. Grant recipients are expected to give credit to the Springfield Foundation in appropriate ways, as described in the document.

In general the Springfield Foundation requires Grant Summary Reports* to be submitted twice a year. The first is due to the Foundation by July 1 and should update us on the progress of your funded project. The second report is due by December 1 and should be a final report. Any extensions to these deadlines need to be approved by the Director of Grants and Scholarships prior to the due date.

Foundation representatives may also request a site visit. The purpose of the site visit is to learn more about your organization and the funded program. It is an opportunity to discuss any items of concern and to develop a working relationship.

You are encouraged to maintain communication with Foundation staff and invited to share photos and stories that demonstrate the success of your programs. From time to time, the Foundation has opportunities to publicize non-profit organizations in its newsletters, annual report, on Facebook or on the website. You will be contacted for information prior to publication of these items.

* Reports and sample documents can be accessed at our website www.springfieldfoundation.org, on the "Grants" tab.