

# Grant Guidelines

---



Springfield Foundation

For **good.** For **ever.**®

Four West Main Street, Suite 825  
Springfield, Ohio 45502  
937-324-8773  
[www.springfieldfoundation.org](http://www.springfieldfoundation.org)

**Effective May 1, 2010**

*Serving the Clark County Community Since 1948*



## Table of Contents

Section I: Springfield Foundation Mission, Vision, Values .....	5
Section II: Grant-making Program Overview .....	6
Section III: Discretionary Grants .....	7
Six broad areas of funding .....	7
Field of Interest Funds .....	9
Initiative Grant-making.....	10
Section IV: Grant Making Guidelines .....	11
Eligibility for Grants .....	11
Types of Funding .....	11
What we Do Not Fund .....	11
Application Process .....	12
Grant Review .....	12
Deadlines and Notification .....	13
Section V: Grant Management.....	14
Maintenance and Grant Reporting .....	14



# **SECTION I** **SPRINGFIELD FOUNDATION MISSION**



Springfield Foundation  
For good. For ever.®

## **Mission Statement**

The Springfield Foundation raises, strengthens, and distributes permanent charitable funds to benefit Clark County.

## **Vision Statement**

The Springfield Foundation helps donors and the community to improve the quality of life for all Clark County residents now and for generations to come.

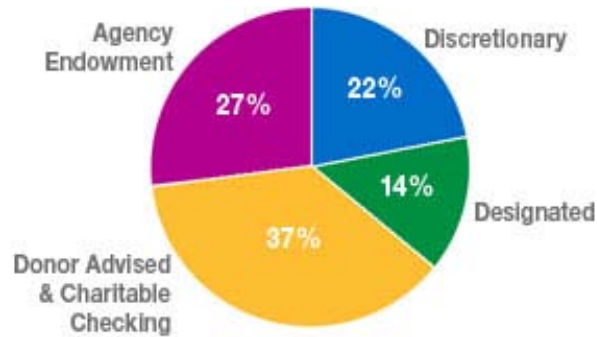
## **Core Values**

- **Promotion of Philanthropy** We encourage local giving at all levels to connect donors with the causes they care about.
- **Community** We serve all areas of Clark County.
- **Stewardship** We are committed to providing effective and efficient management of the funds under our care through wise investment, careful consideration of the community's needs and evaluation of the impact of each distribution.
- **Collaboration** We partner with donors, grantees and fellow funders for the greater good of Clark County.
- **Relevance** We are committed to evolving with the changing needs of the community.

## **SECTION II**

### **GRANT-MAKING PROGRAM OVERVIEW**

The Springfield Foundation's Grantmaking Program is comprised of the following components: Designated, Donor Advised and Charitable Checking, Agency Endowment, and Discretionary. The following chart illustrates the percentage of Springfield Foundation grants awarded in these various areas in 2009:



**Designated Grants** (or, *Restricted Grants*), **Donor Advised & Charitable Checking** and **Agency Endowments** are distributed according to recommendations by donors and fund representatives. **Applications are *not* accepted for designated grants.**

**Discretionary Grants** are distributed from funds that are *unrestricted* or directed to a broad area or *Field of Interest*. The Springfield Foundation's Board of Directors, following recommendations of the Distribution Committee, awards funds to non profit organizations that enhance the quality of life for Clark County residents. **Applications are *accepted* for Discretionary Grants.** Discretionary funding is available through three programs:

- Unrestricted Funds
- Field of Interest Funds
- Initiative Grants

The Foundation's Board and staff review these programs annually. Funding priorities are adjusted as needed, based on our growing asset base, new initiatives proposed by donors and the changing conditions of Clark County.

## **SECTION III**

### **DISCRETIONARY GRANTS**

#### **Responsive Grants Program in Six Broad Areas**

The Springfield Foundation serves the entire Clark County community through its support of a broad range of programs. The six areas listed here represent the types of activities that contribute to a stable and thriving community. The items listed under each broad area are not in any particular order of importance; they are aspects of programs that the Foundation Board has determined are current community issues. To see a list of recently awarded grants, please visit our website at [www.springfieldfoundation.org](http://www.springfieldfoundation.org).

- 1. Arts & Culture:** performing and/or visual arts and programs that support the arts. Grants in this area can include funding for performances, exhibits, programs, projects, supplies, operations, etc.

Impacts:

- Make art and culture accessible for new audiences and community participants.
- Educate people about new and emerging and innovative approaches to art.
- Facilitate access to and participation in art & cultural programs for persons with low to moderate income and the disabled.
- Ensure the availability of a broad array of artistic opportunities and venues that reflect the diversity of the community.
- Encourage collaboration/integration of the arts with other funding areas such as education or health.

- 2. Education:** addressing the educational needs of people from birth through adulthood. Funds can be used to enhance the experience of students directly, or to provide additional resources to teachers and educational programs.

Impacts:

- Preparing children for kindergarten.
- Involving parents in their children's education.
- Preparing students for science, technology, engineering, math (STEM) areas.
- Increase high school graduation rate.
- Increase number of students enrolling in college or other post secondary training.
- Adult education and career training.

- 3. Environment, Conservation and Animal Welfare:** defined as projects that preserve natural features of the area, or enhance or re-develop features that have been neglected over time. This area includes funding for animals, parks and natural resources.

Impacts:

- Community beautification/pride.
- Increase access to and sustainability of natural resources.
- Promotion of green technologies.
- Environmental education, outreach and awareness.
- Efforts to improve the basic health and welfare of animals.

- 4. Civic/Community Affairs:** assistance in areas of economic development, public safety, civic improvement, and historic preservation.

Impacts:

- Decrease foreclosure rate.
- Increase financial literacy.
- Promote affordable housing.
- Promote community safety.
- Promote and encourage the development of healthy, viable neighborhoods.
- Increase the exposure and use of the media locally.
- Historic preservation and awareness.
- Economic development.
- Promotion of civic involvement.

- 5. Health:** support for medical programs and facilities.

Impacts:

- Supporting non profit public health clinics.
- Childhood obesity reduction.
- Indigent health care.
- Health education.
- Pre-natal care.
- Minority health issues.
- Preventative healthcare.
- Chronic disease prevention and treatment
- Long term disabilities.

- 6. Human Services:** addresses basic human needs of food, shelter, clothing, and seeking solutions to systemic social problems.

Impacts:

- Decrease community and domestic violence.
- Programs to educate, advocate and assist immigrants in obtaining citizenship.
- Programs to promote basic needs such as food, shelter, clothing.
- Recreational activities that are broad based.
- Efforts that reduce poverty and the causes of poverty.
- Disaster preparation and relief.

## Field of Interest Funds

Over time, donors have established funds to be directed to a broad area that reflects their personal interests. No special grant application is needed; all grants are evaluated for their relevance to the following areas.

### **Ralph L. Barlow Cancer Care Fund**

Used for organizations directly engaged in the care and treatment of cancer patients in Clark County, Ohio. *No funds shall be used for buildings or research.* In the event that distributions cannot be made from the fund for the reasons identified above, distributions may be made according to the guidelines of the Barlow Crippled Children/Trainable Retarded Persons Fund.

### **Ralph L. Barlow Physically Disabled Children and Trainable Developmentally Delayed Persons Fund**

The Fund shall be used for the day to day direct care, treatment and training of medically handicapped children and trainable developmentally delayed persons in Clark County, Ohio. *No funds shall be used for buildings or research.*

Current definition identifies a **physically disabled child**: A person under twenty-one years of age who suffers primarily from an organic disease, defect, or a congenital or acquired physically handicapping and associated condition that may hinder the achievement of normal growth and development.

Current definition identifies a **developmentally delayed person**: A person having significantly subaverage general intellectual functioning existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

### **Children's Zoo Fund**

For projects that are youth-oriented, of benefit to the community, and have environmental benefit.

### **Dorothy Ella Dowell Fund**

This fund shall be used for the purpose of providing schooling and other educational opportunities for people with mental handicaps from infancy through young adulthood.

### **Robert Farish Building Trades Fund**

This fund was established to provide educational and training opportunities in the building trades for residents of Clark County. The income may be used directly for tuition or expenses in obtaining training or indirectly to assist educational programs within Clark County in obtaining equipment and technology to assist in the overall training process. No grants are to be used for routine administrative expenses. Construction programs include trades such as masonry, electrical, carpentry, plumbing, heating & air conditioning and others. High school programs and post secondary programs are considered.

### **Greater Springfield Day Care Center Children's Fund**

This fund shall be used for the benefit of young children in Clark County.

### **Barbara Deer Kuss Nursing Endowment Fund**

To provide for the welfare of underprivileged children of Springfield and Clark County, with special emphasis given to those children who are without parents or who have suffered from parental abuse.

### **Sylvia K. Mendelson Fund**

To purchase shoes, clothing and such emergency help as may be necessary for needy children in Springfield and Clark County.

### **Helen and Huston Moores Fund**

Supports the needs of individuals who are Deaf or hard-of-hearing (as defined as an individual requiring the use of an assistive listening devise). Primary consideration shall be given to enable Deaf or hard-of-hearing individuals to live independently, maintain their dignity, and reach their full potential.

### **Hilda H. Seaman Memorial Fund**

The purpose if this fund is to assist the blind.

### **Louise Staley Fund**

This fund is directed to funding the arts.

### **Howard L. Templin Fund**

To benefit blind and visually impaired residents of Clark County.

## **Initiative Grant-making**

On occasion, the Springfield Foundation or its affiliate funds may launch a community initiative. Unsolicited **applications are not accepted for Initiative Grants**; however, organizations **may be invited** to apply for Initiative Grants.

### **African-American Community Fund**

In 2004, Foundation trustees established the African-American Community Fund (AACF) Affiliate. This fund provides grants to local nonprofit organizations to provide programs that positively impact African-American residents and related activities in Clark County. An advisory committee of local African-American leaders determines priority areas for funding and works with appropriate organizations to implement and support programs.

### **Women's Partnership Funds**

The Foundation approved its second affiliate fund, the Women's Partnership Funds, in December, 2009. This fund will serve as a permanent source of support to help Clark County area women and girls become self-sufficient and achieve their full potential.

## **SECTION IV**

### **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.
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 programs that have a track record of success.

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

**Capital Project 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.

**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 by 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:

- Support of, or awards to, individuals,
- Political campaigns or lobbying efforts,
- Annual membership campaigns or dues,
- Sectarian worship, instruction, or proselytizing,
- Fraternal, political, labor, athletic, and social or veterans' groups,
- School bands and school choral groups, drill teams, or color guards,
- Private and parochial schools,
- Grants management and consultant fees,
- Debt retirements, deficit financing, annual fund drives or fund raising activities,
- Individual scholarships or fellowships to travel, study, conduct research,

attend schools, and camps.

- Returning applicants whose Grant Evaluation Reports were not received by the stated deadlines are generally not eligible for future funding.

## **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 Program Officer is advised in order to determine whether your ideas fit within our guidelines as well as to clarify the grant-making terms and conditions.

**Grant Information Sessions** are provided by Springfield Foundation Staff. While it is not a requirement, it is recommended that organizations interested in Springfield Foundation funding 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, [www.springfieldfoundation.org](http://www.springfieldfoundation.org).

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

- A brief description of your organization and its mission.
- A concise statement of why your proposed program is needed in Clark County.
- Specifics about the intended approach 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, 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.
  - Program meets at least one Foundation priority in the six areas of funding or in a Field of Interest fund.
  - Program 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.
  - Other funding sources have been sought.
  
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 for smaller groups of people.

## **Deadlines and Notification**

**Grant Applications and Guidelines Available:** May 10, 2010

<b>Grant Applications Due</b>	<b>Board Action</b>	<b>Notification</b>
August 16, 2010 – 4:30 p.m.	Early December	Mid-December

**Grant Applications are due in the Foundation’s offices by 4:30 p.m. on the identified due date.** Late submissions are not accepted. You are encouraged to submit applications by email *in advance* of the due date. If you are unable to submit your application electronically, it may be delivered in paper form. Be sure to save a copy of your application for your records.

You are strongly encouraged to access the application on the Foundation website, [www.springfieldfoundation.org](http://www.springfieldfoundation.org). Please contact the office at 937/324-8773 if you require a printed application.

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

## **SECTION V**

### **GRANT MANAGEMENT**

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

#### **Maintenance and Grant Reporting**

Organizations receiving a grant through the Springfield Foundation's discretionary funding process are required to return a Grant Agreement\* to the Program Officer. 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.

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 Program Officer 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, 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](http://www.springfieldfoundation.org), on the "Grants" tab.





Springfield Foundation  
For good. For ever.®

## **Board of Trustees**

Robyn Koch-Schumaker, President  
Andrew Bell, Vice President  
Charles Swaney, Secretary  
Plato Pavlatos, Treasurer

Dean Blair  
Bill Brougher  
Robert Burton  
Randall Comer  
Lula Cosby  
Cathy Crompton  
Kim Fish  
Gordon Flax  
William Fralick  
Gus Geil  
Deborah Hill  
Edward Leventhal  
Mel Marsh  
Phyllis Nedelman  
Peter Noonan  
David Sanders  
William Scarff  
O. Lester Smithers  
William Stapleton  
Michelle Sweeney

## **Staff**

Ted Vander Roest, Director  
Susan Carey, Accountant  
Joan Elder, Program Officer  
Horton H. Hobbs IV, Development Officer  
Gail Welsh, Office Manager