

GRANT

GUIDELINES

MISSION

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



VISION

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.

VALUES

• We encourage local giving at all levels to connect donors with the causes they care about.

• We serve all areas of Clark County

• 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.

• We partner with donors, grantees and fellow funders for the greater good of Clark County.

• We are committed to evolving with the changing needs of the community.



937-324-8773

AREAS OF INTEREST FOR COMPETITIVE GRANTS

OVERVIEW

The Springfield Foundation serves the entire Clark County community through its support in six areas- Arts & Culture, Civic Affairs, Education, Environment Conservation & Animal Welfare, Health, and Human Services. The Foundation Board has established Goals and Objectives for these six areas that address current community issues. To drive positive community change through smart, effective grantmaking, we continue to refine our focus and set priorities for the grants we make. (To view the goals and objectives visit the grants page of our website and click Funding Initiatives.)

THE FOUNDATION FUNDS PROGRAMS AND ORGANIZATIONS THAT SEEK TO:

- Respond to identified community needs and opportunities
- Align with the goals and objectives of the foundation
- Increase investment in evidence based strategies and initiatives
- Build community and collaboration

WE ALSO PROVIDE FIELD OF INTEREST FUNDING FROM ENDOWMENTS CREATED BY DONORS DIRECTED TO A BROAD AREA REFLECTING THEIR PERSONAL INTERESTS. ALL GRANTS ARE EVALUATED FOR THEIR RELEVANCE TO THESE AREAS WHICH INCLUDE:

- Animal Causes
- Arts
- Cardiac and Respiratory Ailments (Treatment or Equipment)
- Children and Youth
- Construction Trades (Training and Education)
- Environmental Activities
- Education
- Health and Dental
- Homeless Shelters
- People with Disabilities (Physical or Mental)

ELIGIBILITY

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 NONPROFIT 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.

WHAT THE SPRINGFIELD FOUNDATION **DOES NOT** FUND:

THE SPRINGFIELD FOUNDATION DOES NOT AWARD COMPETITIVE GRANTS 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 Guidelines** thoroughly for information about funding priorities, selection criteria, and the review process.

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.

GRANT REVIEW

IN ANALYZING A GRANT APPLICATION, THE SPRINGFIELD FOUNDATION EXAMINES THE ALIGNMENT OF THE PROPOSED PROJECT WITH THE GOALS AND OBJECTIVES OF THE FOUNDATION, 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 PRIORITY IN THE SIX AREAS OF FUNDING OR IN 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.
- 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 AND IMPACT AN APPROPRIATE OR SIGNIFICANT NUMBER OF INDIVIDUALS WITHIN THE COMMUNITY.

DEADLINES AND NOTIFICATION

GRANT INFORMATION MEETINGS: NEW ORGANIZATIONS AND NEW GRANTWRITERS CONSIDERING APPLYING FOR A SPRINGFIELD FOUNDATION GRANT ARE ENCOURAGED TO ATTEND A GRANT INFORMATION MEETING. (SEE WWW.SPRINGFIELDFOUNDATION.ORG FOR SCHEDULED MEETINGS.)

GRANT APPLICATIONS ARE DUE BY 5:00 P.M. ON THE IDENTIFIED DUE DATE. LATE SUBMISSIONS ARE NOT ACCEPTED. YOU ARE HIGHLY 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.

GRANT APPLICATIONS DUE	NOTIFICATION	BOARD ACTION
Mid-August (check website for date)	**Late November**	**December**

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 COMPETITIVE GRANTS 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. ORGANIZATIONS THAT DID NOT RECEIVE FUNDING THE PRIOR YEAR WILL BE REQUIRED TO SUBMIT TWO GRANT SUMMARY REPORTS. 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. THOSE ORGANIZATIONS FUNDED THE PRIOR YEAR NEED ONLY TO PROVIDE THE YEAR END REPORT.

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 ARE 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.

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