

Grant Guidelines



Springfield Foundation
For good. For ever.®

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Serving the Clark County Community Since 1948

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SECTION I



Springfield Foundation
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Diversity Statement

The mission of the Springfield Foundation is to raise, strengthen and distribute permanent charitable funds to benefit the community. The Foundation exists to improve the quality of life for all citizens and is made up of a collection of funds given by caring individuals, businesses and organizations that have a common concern for the well-being of the people in our community. Believing that a wide array of perspectives allows all organizations to be more effective, we are committed to promoting diversity, equity and inclusion in philanthropy and the nonprofit sector.

Diversity is a broad concept that encompasses all the differences that people bring to the conversation. In addition to the traditional focus on aspects such as race, gender, ethnicity, sexual orientation, economic circumstance, age, language, physical ability and religious belief, diversity also includes differences of thought, ideas, backgrounds, experiences, perspectives, and values. The Springfield Foundation is committed to an active and ongoing process which affirms human diversity in its many forms.

Equity is about promoting justice, fairness, and respect. Different from equality which allows for everything to be the same regardless of need, equity allows for things to be different depending on need. Equity leads to equality. Improving equity involves increasing justice and fairness with the procedures and processes of the Foundation, as well as in the distribution of resources.

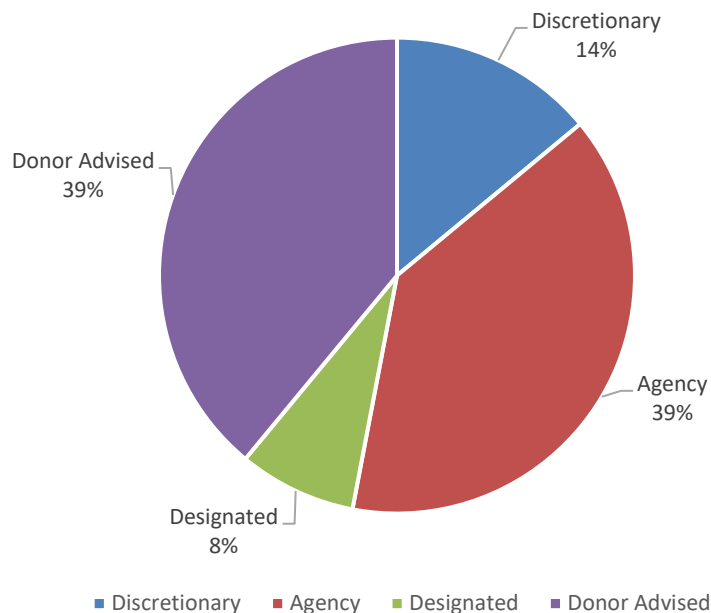
Inclusion is the act of creating environments in which any individual or group can be present and feel welcomed, respected, supported, and valued to fully participate. It is important to note that a diverse group is not always an inclusive group. Intentional focus on inclusion will enable the Foundation to achieve our mission of benefiting the entire community.

Leading by example, we aspire to make diversity, equity and inclusion core and abiding strengths of the Springfield Foundation. In order to have a real impact, we will include diverse voices and draw upon them to intentionally engage issues of diversity, equity, and inclusion in an authentic way.

SECTION II

GRANT-MAKING PROGRAM OVERVIEW

The Springfield Foundation's Grant-Making Program is comprised of the following components: Designated, Donor Advised, Agency Endowment and Discretionary. The following chart illustrates the percentage of Springfield Foundation grants awarded from these various areas in 2020.



Agency Endowments, Designated Grants and Donor Advised grants are distributed according to recommendations by donors and fund representatives. **Applications are *not* accepted for grants from these Fund types.**

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. Grant funding is provided in the following six areas:

- 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.
- 2. Education:** address 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.
- 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.
- 4. Civic/Community Affairs:** assistance in areas of economic development, public safety, civic improvement, voter awareness, justice, promoting the community.
- 5. Health:** support for health programs as identified in the Community Health Improvement Plan.
- 6. Human Services:** addresses basic human needs of food, shelter, clothing, and seeking solutions to systemic social problems.

Grantmaking Goals and Objectives in Six Broad Areas

The Foundation Board has established Goals and Objectives for the six areas above 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.

Priority is given to organizations and programs addressing the Foundation's goals and objectives.

To view the goals and objectives visit the grants page of our website and click Funding Initiatives.

Field of Interest Funds

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

- Animal Spay/Neuter
- 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)

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. The Women's Partnership Funds endowment was created as a permanent source of support for women and girls in Clark County. An advisory committee of local female leaders determines priority areas for funding and works with appropriate organizations to help area women and girls become self-sufficient and achieve their full potential.

SECTION IV

GRANT-MAKING GUIDELINES

Eligibility for Grants

To be eligible for funding from the Springfield Foundation charitable organizations are required to:

1. Be a nonprofit organization 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. Have a governing board, and conduct business without discrimination based on race, religion, gender, age, disability, or national origin.
3. Provide programs and projects serving the Clark County, Ohio Community.
4. Provide to the Springfield Foundation a board approved diversity, equity, and inclusion statement.

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.

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

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.

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,
- Endowments outside of the Springfield Foundation.
- 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,
- 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. 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 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 to those interested in grant funding. While it is not a requirement, it is recommended that new organizations or organizations that have not applied for funding for three 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. *(If you do not have access to a computer or the internet, please contact the Director of Grants and Scholarships for assistance.)*

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, Ohio.
- 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 the Goals and Objectives of the Foundation, the board composition, financial solvency/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. **Board:**
 - The composition of the board is representative of the community.
 - The board size is adequate.
 - There is Clark County representation on the board.
 - The board is actively engaged and providing oversight to the organization.
- 3 **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.
4. **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.
5. **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.
6. **Outcomes or Goals:**
 - Outcomes are clear and realistic.
 - 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 Sessions

Please See <http://www.springfieldfoundation.org/grants/upcoming-work> for scheduled dates and times and to register for a session.

If you are unable to attend a scheduled session, a recording will be provided that may be accessed on the website after the sessions have taken place.

Grant Applications Due	Notification	Board Action
August 13, 2021 – 5:00 p.m.	Late November	December

Grant Applications are due by 5:00 p.m. on the identified due date.

Internet and technology issues can hinder a successful submission. Therefore, you are highly encouraged to submit applications *in advance* of the due date to avoid such issues.

Please note that *late submissions are not accepted.*

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.

SECTION V

GRANT MANAGEMENT

Maintenance and Grant Reporting

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

Grant Agreement: Organizations receiving a grant through the Springfield Foundation's competitive grants process are required to sign and return a Grant Agreement to the Director of Grants and Scholarships. The grant agreement provides the information you need to know about requirements of the grant, reporting deadlines, and expectations. This agreement is to be signed by a staff or board member who has authority to sign contracts.

Credit and Publicity: Included with the grant award letter is the Springfield Foundation Credit and Publicity Statement*. Grant recipients are expected to give credit to the Springfield Foundation in appropriate ways, as described in the document.

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.

Grant Reporting: Grant reporting is generally required by funders to understand how their grant funding is helping an organization achieve its goals and objectives. Sometimes challenges prevent an organization from reaching its intended goals and objectives and grant reporting helps us understand what changes the organization plans to make to reach its goals in the future. Grant reports allow funders to share the successes and outcomes with their board and donors.

In general, the Springfield Foundation requires Grant Summary Reports* to be submitted twice a year. The first is due to the Foundation 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. If the Springfield Foundation has a long-term relationship with an organization reporting requirements may be different. Reporting requirements and dates are included in the Grant Agreement.

Please be sure to put the due dates on your calendar. Failure to provide reports will make you ineligible for future funding until you provide your reports.

Site Visits: 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.

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



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