



Montgomery County Community Foundation 2017 Grants Guidelines for Unrestricted and Field of Interest Funds

MISSION

The Montgomery County Community Foundation (MCCF) builds bridges to support the future of Montgomery County.

ELIGIBILITY

Grant applications will be accepted from any new or existing nonprofit organization in Montgomery County. These organizations must be a tax-exempt organization whose purposes are described in Section 501(c)(3) of the Internal Revenue Service Code. Grant applications will also be accepted from local governmental entities, such as the three Montgomery County school corporations, for charitable purposes. If an organization has received funding from MCCF in the past, all post-grant reporting requirements must be current before an organization is eligible to submit a new request.

Grant-making Areas of Interest

- | | | |
|------------------|-------------------------|--------------|
| - Art & Culture | - Community Development | |
| - Education | - Health | - Historical |
| - Human Services | - Youth | |

APPLICATION PROCEDURES

The online application platform is accessed at www.mccf-in.org. Click "Apply for A Grant," then in the Grants Toolbox; click "START a NEW...." Click on the link for the NEW application form you wish to complete. Log into (or create) your online account to access the application form.

Supported internet browsers for PC or MAC:
Internet Explorer 9, 10, 11 or Edge for Windows;
Firefox or Chrome for Windows or Mac; Safari for Mac. See details under "Browser Compatibility".

IMPORTANT: Late applications will not be accepted, regardless of the reason (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and "SUBMIT" the application well in advance of the deadline. If you are "in progress" at deadline, you will be locked out of the application.

GRANT POLICIES

MCCF will consider all requests fairly and impartially. Grants will ordinarily be made for one (1) year only. An organization must spend all grant funds as described in the grant proposal. All unused funds must be returned to MCCF within one (1) year unless an extension is granted by the MCCF Grants Coordinator.

A strong proposal will have several or all of the following characteristics:

- Include an estimation of the number of people in **Montgomery County** who will benefit from this project or program.
- Reach a broad segment of the community.
- Show initiative and results by the organization to raise funds toward the project or program.
- Improve the ability of organizations to serve the community over the long term.
- Address a community problem or special project of some significance for which funding is needed and the funding is not covered by the regular budget.
- Present an innovative and practical approach to solve a community problem or project.
- Set forth a work plan that shows an ability to achieve the project's goal.
- Identify the sources of possible future funding if the project is to be an ongoing one.
- Give evidence of the qualifications and stability of the organization applying.
- Include projects or programs that are not normally expected to be funded by government entities.
- Promote cooperation and avoid duplication of efforts.

Generally, MCCF will **not** support the following from unrestricted funds:

- Grants to individuals (other than scholarships).
- Operating expenses; however they will be *considered* for extreme emergency situations (i.e. agency in jeopardy of closing, essential program/service loses funding).

- Funding of programs will be considered.
- One-time start-up costs for new organizations will be considered with the understanding that the operating support will not be ongoing. Such requests will not be a high priority.
- Programs which are religious or sectarian in nature. Proposals from religious groups will be considered when the program is open to the entire community and is not designed to teach or promote a particular religion.
- Parades, festivals and sporting events.
- Endowment funds.
- Any propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns.
- An organization's past debts or existing obligations.
- Post-event or after-the-fact situations.

APPLICATION REVIEW PROCESS

The Grants Committee will review all applications and make recommendations to the Montgomery County Community Foundation Board of Directors who are responsible for making the final decision regarding grant awards. Grant proposals will be reviewed using the following criteria:

- The appropriateness for MCCF to make this grant or are there more compatible funding sources?
- The ability of MCCF to fund the project or program.
- The number of people who will benefit from or be served by the project.
- The extent to which the proposal addresses the root cause of a problem and "changes lives."
- The geographic area served.
- The extent to which the proposal addresses an innovative or practical approach to address a community need.
- The extent to which the project encourages cooperation and/or collaboration between organizations.
- The extent to which the project may represent a duplication of services provided by other organizations.
- The extent to which the project looks to the future and/or demonstrates a lasting impact on the community.
- The financial stability of the organization submitting the application and whether or not there are financial controls in place to ensure that the funds will be effectively utilized.

- The extent to which the plan submitted demonstrates adequate avenues for future funding.
- The extent to which the project grant, if awarded, may be leveraged for additional funding.
- The ability of the organization to obtain additional funding, if necessary.
- The extent to which the grantee may develop challenge or matching grant programs.

Applications will be reviewed according to the following schedule:

2017 Grant Schedule

| | Application Due Date | MCCF Board Review |
|----------|----------------------|-------------------|
| Cycle #1 | February 14, 5 p.m. | March 20 |
| Cycle #2 | July 18, 5 p.m. | August 21 |
| Cycle #3 | October 10, 5 p.m. | November 20 |

MCCF staff will review the grant request and contact the applicant for any additional information needed or any clarification of the project. In some cases, and in in cases of first time applicants, staff and Grants Committee members may make a site visit to the applicant.

After staff review, all applications are sent to the Grants Committee. The Grants Committee will make their evaluations and forward their funding recommendations to the Board of Directors at the next scheduled board meeting. MCCF then informs each applicant of the board's funding decision within two weeks. The agency will then sign a Grant Agreement *prior* to the funds being distributed.

If a grant proposal is denied, the organization may not resubmit the *same* proposal until the following year, however, they could submit a *different* proposal in a later cycle of the same year. The board could choose to table a request, in which case the proposal would be considered in the next cycle.

No agency shall be awarded more than one grant (unrestricted/field of interest) in one year. One year means one calendar year, for example 2016 or 2017, not 12 months.