Welcome

History of funds to support grants
Community Funds for Cass County

- Grusenmeyer Family Unrestricted Endowment
- Kroeger Funeral Home Family Unrestricted Endowment
- Logansport/Cass County Morning Kiwanis Club Endowment
- Steve and Heide Sims Family Unrestricted Endowment
- Jack and Linda Baker Family Unrestricted Endowment
- Mike Anderson Family Unrestricted Endowment
- Robert Gharis Unrestricted Endowment
- CCCF Board Member Unrestricted Endowment
- Edwin H. Becker Family Unrestricted Endowment
- Kylan Costello Family Memorial Unrestricted Endowment
- Dr. George Myers Community Unrestricted Endowment
- Logansport and Eel River Railroad Museum, Inc. Endowment
- Cass County Heritage Unrestricted Endowment
- Cass County General Unrestricted Endowment
- Bill and Flo Edson Unrestricted Endowment
- Salin Bank and Trust Company Unrestricted Endowment
- Andrew and Amy Miller Unrestricted Endowment
- Oliver and Jean Groteluschen Community Endowment
- The Price Family Community Endowment
- Steinberger Community Endowment
- Justin M. and Phyllis M. Druck Family Unrestricted Endowment
- Judge Rick Maughmer Family Unrestricted Endowment
Three types of grants available

➢ Proactive

➢ Opportunity

➢ Competitive
Proactive Grants

- Generated by staff and board from community observation or personal involvement
- Not always a 501(c)3-special circumstances
- But **always** charitable
Opportunity Grants

- Maximum award is $4,999
- Must be a 501(c)(3)
- Short application
- Submission deadline July 15, 2020
Opportunity Grants

- Must be filled in and emailed to cccf@casscountycf.org as an attachment
- Email subject line: “Opportunity Grants”
- Grant Committee reviews
- Board Reviews Recommendations
Competitive Grants

- Offered once per year
- Longer application
- For projects over $5,000
- Issues for some organizations that do not have paid staff
Competitive Grants (cont.)

- Format for 2020
  - Timeline
  - Overview of New Process
  - Individual components for submission
CCCF hosts workshop outlining changes to grantmaking processes.

Organizations to submit one-page letter of intent for projects over $5,000.

Internal grants committee will evaluate LOI's and offer invitation to apply to accepted organizations.

Organizations pre-approved must submit full applications plus 6 copies.

All applicants will complete 5-10 minute presentations with full committee.

A press conference will be held to announce grantees and projects.

Timeline for 2020:
- Workshop: June 24
- Letter of Intent: July 15
  - Organizations to submit one-page letter of intent for projects over $5,000
- Evaluation: July 31
  - Internal grants committee will evaluate LOI's and offer invitation to apply to accepted organizations
- Full Applications: August 21
  - Organizations pre-approved must submit full applications plus 6 copies
- Presentations: September
  - All applicants will complete 5-10 minute presentations with full committee
- Grants Awarded: Late September
  - A press conference will be held to announce grantees and projects
Letter of Intent-4 documents

- Cover Sheet with factual information
- Letter with summary of project and its importance-maximum 2 pages
- List of current board/governing body and contact information
- Letter of determination from IRS of non-profit status
Letter of Intent—what is it?

- Structure like a business letter
- Use a specific name (not addressed “to whom it may concern”)
Letter of Intent—what is it? (cont.)

- Attention-grabbing introduction
  - Introduce you/organization
  - Describe problem
  - Why you can fix it
  - How long it will take
Letter of Intent—what is it? (cont.)

- Brief paragraph about organization
- Describe project, objectives, and population to be served
  - Statistics and facts
  - Successes and ongoing needs
Letter of Intent—what is it? (cont.)

- Be specific about the amount of your request
- How will you use the funding?
- What other resources do you have?
Letter of Intent—what is it? (cont.)

► Connect your project to CCCF’s mission
► Summarize your goals and how they align with CCCF
► Indicate that you have the capacity to submit a full proposal
Letter of Intent—what is it? (cont.)

- Thank the reader for their time
- Use proper business salutations
  - Sincerely
  - Respectfully
- Review all guidelines before submission
Committee Review of Letters of Intent

- Review completed by July 31, 2020
- Invitation to submit full proposal
- Full proposals due August 21, 2020

WARNING
Due dates are closer than they appear
Full Proposals

- Must be a 501(c)(3) or partnering
- No guarantee of funding if invited
- Proposal should explain project in great detail
Full Proposals (cont.)

Organization Summary

- Contact Information
- Mailing Address
- Project Manager if different from submitter
Full Proposals (cont.)

Organization History

- Mission Statement
- Grants
- Past Achievements
Full Proposals (cont.)

Project Description

- Purpose
- When
- Mission-Does it fit?
- Community Partners/Support
- Personnel
Outreach/Community Impact

- Need
- Volunteers/participants
- Publicity
- Evaluation
Full Proposals (cont.)

Financial Information

- Budget
- Amount requested from CCCF
- Phases/partial grants
- Original plus 6 copies
- 1 copy of audit or financial statement
- Optional attachments
Full Proposals

Packet will include:

- Original application plus 6 copies
- 1 copy of audit or financial statement-(not a checkbook ledger)
- Optional attachments
Full Proposals (cont.)

- Authorization-new this year

- Attachment A-any extra items to support your proposal
After Submission of full proposal:

- Staff reviews all proposals for completeness
- Committee will receive materials and individually review
After Submission (cont.)

- Each proposal will be assigned a time for a 5-10 minute interview presentation
  - One day only with specific time slots - September
  - No electronic presentations
  - Single-page flyer or handout
  - One to two organization representatives
After Submission (cont.)

- Committee will reconvene and score proposals
- Committee will make recommendation to CCCF board
- CCCF Board must approve all grants
After Submission (cont.)

- All applicants will receive written notice of application status
  - Invited to a Press Conference and Reception
  - Encouraged to attend and bring those involved in the proposal
After Submission (cont.)

- Contract will be mailed to grantees
  - Checks will be mailed to contact and address on application after contract is received

- One-page narrative and electronic files within 30 days of project completion