



Cass County
**Community
Foundation**

2023 Grants Workshop



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

Rebecca Baer 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 June 21, 2023



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 2023**
 - ▶ **Timeline**
 - ▶ **Overview of New Process**
 - ▶ **Individual components for submission**



Timeline for 2023

Workshop
May 23

CCCF hosts workshop outlining changes to grantmaking processes

Letter of Intent
June 21

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

Evaluation
July 15

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

Full Applications
August 11

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 15, 2023
- ▶ Invitation to submit full proposal
- ▶ Full proposals due August 11, 2023

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



Full Proposals (cont.)

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
- ▶ 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**

Questions

