

Unrestricted Grants at the Polk County Community Foundation 2012 Guidelines

The Polk County Community Foundation seeks to improve the quality of life for citizens of Polk County with its unrestricted grantmaking. These unrestricted funds serve a particularly important purpose because they allow the Foundation's Board of Directors the freedom to address the needs and wants of the community as they change from time to time.

Many generous citizens who value our community have contributed to the Foundation's unrestricted grantmaking funds since 1975. There are many named funds that support unrestricted grants: Marjorie M. & Lawrence R. Bradley Endowment Fund of Polk County, North Carolina; the Merlin G. and Elenore W. Robertson Fund; the Williams Fund; the Book of Memory Fund; the Anonymous Fund and the general Unrestricted Fund. The Edward E. and Suzanne K. Plumly Fund, Abie Proudfoot Memorial Fund, and Thomas J. Kofodimos Charitable Fund are permanent endowed funds which make annual contributions to the Unrestricted Fund. This fund has received significant support from recent planned gifts from Bertha B. Brown, John Lewis and Ramona H. Craddock, Paul Culberson, Marjorie Deobald, Harry and Dixie Evans, Paula St. George Joyce, Werner Mueller, Edwena Lee Ongar, Lawrence Pexton, Allan Safford, Dorcas R. Sparr, and Esther Wallace.

The Unrestricted Grants Committee reviews applications and awards grants from the Mary F. Kesler Fund, which has specific grant criteria, and the Samuel and Stephanie White Fund, which gives preference to donor designated organizations for its unrestricted grantmaking.

Some donors choose to have named unrestricted funds and some choose to add their gifts or bequests to the general Unrestricted Fund. Donations of all sizes become part of the general Unrestricted Fund when donors instruct the Community Foundation to use their donations "to help in any way" or "at the discretion of the Board".

Memorial gifts to the Community Foundation are added to the Book of Memory Fund, an unrestricted fund. In this case, names are inscribed in the Community Foundation's Book of Memory, which is displayed in our lobby.

Which organizations may apply? Qualified applicants include local Polk County, North Carolina nonprofits and units of government that primarily serve the citizens of the community centered in and around Polk County. Churches, civic organizations, and Landrum nonprofits may be eligible for a grant depending on the nature of the project. If your donors do not receive tax deductions for contributions to your organization, or your organization is a church or a Landrum nonprofit, please contact our Director of Grants for details about eligibility.

The grant process is competitive and funds are limited. Organizations may apply, whether they receive funding or not, for grants in future grant cycles for the same project.

What types of grants may be awarded?

1. Unrestricted Grants - \$180,000 available in 2012 (\$90,000 per grant cycle)

Grants are awarded to fund projects of value to our community such as capital expenses (non-recurring annual budget items), new projects and programs. Basic operating expenses may be funded in the case of start-up organizations, small nonprofit organizations with operating expenses under \$75,000 in the prior fiscal year, and in exceptional circumstances. Grant proposals are accepted from area nonprofits and governmental agencies who share the Foundation's goal of improving the quality of life in our local community.

2. Kessler Grants - \$20,000 available in 2012*

Awards from the Mary F. Kessler Fund exclusively support projects in the Town of Tryon and its environs or the Town of Landrum that result in physical and scenic improvements, development, or beautification, as well as those with cultural, intellectual, and educational benefits.

3. White Grants - \$10,000 available in 2012*

The Samuel and Stephanie White Fund is an endowed unrestricted fund that gives preference for grants to the following organizations: The Congregational Church of Tryon, St. Luke's Hospital Foundation, The Tryon Fine Arts Center, Foothills Equestrian Nature Center (FENCE), Pacolet Area Conservancy, Hospice of the Carolina Foothills, and the Polk County Community Foundation.

4. Organizational Planning & Board Retreat Grants - \$10,000 available in 2012*

Unrestricted Fund grants are awarded to enable local nonprofit organizations to conduct strategic planning or working retreats. The Foundation shall consider all proposals which help the organization develop long-range plans, improve its capacity to implement plans and strengthen its ability to carry out its mission to improve the quality of life for citizens in our community.

5. Public Safety Organizations Grants - \$5,000 available in 2012*

Unrestricted Fund grants are awarded to enable public safety organizations to develop expertise in grantwriting. Grants may be requested for grantwriting conferences or magazines, web subscriptions and other outlets which provide information regarding available grants. The Foundation shall consider all proposals which help the organization develop the knowledge or expertise necessary to receive non-local grants. Public safety organizations have this special grant program and are ineligible for other Unrestricted grants.

**It has not yet been determined how much of this funding will be available second cycle. Please contact the Foundation regarding second cycle funds remaining.*

Only 501(c)(3) nonprofits and units of government are permitted to receive grants for permanent improvements to or acquisitions of buildings or land.

Events must occur six months or more after the application deadline to be eligible for funding.

Grants are not normally awarded for expenses already incurred, or for scholarships or monetary awards to be given by the applicant organization. The Community Foundation prohibits funding of political parties or candidates, lobbying, courtesy advertising, benefit tickets, fundraisers, telephone or other direct solicitations, and medical research.

Please note that many policies and IRS requirements cover the distribution of grants from our various competitive grant funds. We suggest you contact our Director of Grants for assistance; however, please be aware that some policy decisions are made by the committee after a complete application has been accepted.

Timeframe for Using Approved Grants: Grant funds must be spent within 12 months of the time of the award. Applicants may request a time period longer than 12 months by indicating the need for an extension of time in the grant application.

Application Format: Applications must be submitted according to the instructions provided. Some sections require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Recreating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting recreated forms will automatically make your application incomplete. If you have any difficulty completing the application, please contact the Director of Grants for assistance well in advance of the deadline.

Questions? For additional information concerning this or other grant applications, or help with your unique situation, please contact our Director of Grants at the Polk County Community Foundation.

You may visit us at 255 South Trade Street, Tryon, NC or at www.polkccf.org; call 828-859-5314; or email Noah Wood, Director of Grants at: grants@polkccf.org.

Dates and Dollars: For application deadlines, interview dates and available dollars, please see the Dates and Dollars sheet available online and in our offices.

Unrestricted Grants
at the
Polk County Community Foundation
2012 Application

I. COVER SHEET (must be submitted using this form):

Date of Application: _____

Organization Name: _____

Address: _____

Telephone Number: _____ Email: _____
(optional, used for mailing list)

Name and Title of Head of Organization (CEO/Executive Director/President/Board
Chair/Superintendent):

Name: _____

Title: _____

Telephone Number: _____ Email: _____

Contact Person for this grant application (if different from above):

Name: _____

Title/Role in the organization: _____

Telephone Number: _____ Email: _____

What is your tax identification number? _____

What is your nonprofit status? _____

Enclose IRS 501(c)(3) letter (required) or explain your charitable status if not a 501(c)(3). (eg. Unit of Government)

Is your organization more than five years old? _____

When does your fiscal year end? (eg. June 30) _____

List the number of paid staff at your organization. _____ F/T _____ P/T

Summarize your organization's mission in the space provided: _____

Brief Project Description: _____

Grant Request Amount: \$ _____ Total Project Budget: \$ _____

Date funds will be spent by: _____ (month/year). Are you requesting an
extension of time so you have more than one year to spend the grant funds? _____yes _____ no

II. NARRATIVE: (maximum of three pages)

A. Introduction and Background of Organization:

Briefly describe your organization's mission, history and major accomplishments with an emphasis on your programs and activities within the past five years.

B. Describe Your Proposed Project (incorporating the following points):

1. Explain why your Board views this as an important project for your organization and our community. What are the goals of your project? What will make your project a success?
2. Name the people in your organization who will be involved in carrying out the plans outlined in this request.

C. If you receive a grant, how will you inform your constituency and the public of this grant from the Polk County Community Foundation? Are there any naming opportunities available to honor donors?

III. ATTACHMENTS (Please label)

A. Detailed Project Budget

1. Itemize all proposed expenditures, including tax and shipping if applicable. The total on your attached detailed project budget should match the "Total Project Budget" listed on the cover sheet. We strongly encourage you to thoroughly research and review your proposed budget, as grants may be awarded on the condition that your grant spending is limited to the amount specified for each line item. Budgets must be detailed to comply with the application requirement of a detailed project budget.
2. Indicate other sources of funds to cover expenses. Include your organization's funds as well as outside funding sources. Indicate any commitments of volunteer time to help accomplish this project. This is a way to show that your organization and others support this project.

B. Provide the names of the members of your governing body. (eg. Board members)

C. 501(c)(3) letter (see cover page).

D. Teachers, School Departments, Schools, or School Systems. There is a required supplement to the grant application. Contact the Community Foundation for this supplement. All capital projects must be approved by the Polk County Superintendent of Schools.

IV. FINANCES/REQUIRED ATTACHMENTS:

A. Required Financial Statements for all applicants.

- All financial statements must be labeled and the time period must be specified. Example: January 1, 2011 – December 31, 2011 Operating Statement. The dates must match your fiscal year.
1. Operating Statement for the most recently completed full fiscal year detailing expenses and revenues (income) by category. Operating Statements without income categories are incomplete. This must specify the time period and be labeled "Operating

Statement,” “Revenues and Expenses” or the like to distinguish this financial document from balance sheets and budgets.

2. Balance Sheet for the most recently completed full fiscal year listing all assets (cash, bank accounts, investments, equipment, buildings, land, etc.) and liabilities (short-term and long-term debt of all types). If no debts, state “none” in the debt/liability category. Please explain the purpose of any reserved funds. This must specify the time period and be labeled “Balance Sheet,” “Statement of Financial Position”, “Assets and Liabilities” or the like to distinguish this financial document from operating statements and budgets.
3. Current Annual Operating Budget including expense and revenue (income) categories. (If none, submit a statement signed by your treasurer or other person in charge of the bank accounts stating that no budget has been prepared.) This must specify the time period and be labeled “Current Annual Operating Budget,” “Budgeted Revenues and Expenses” or the like to distinguish this financial document from operating statements and balance sheets.
4. Most recent Annual Report, if available.

B. Required Audit.

Organizations with \$250,000 or more of liquid assets or liabilities, as well as organizations with annual operating budgets over \$100,000, are required to submit an audit covering a fiscal period ending within three years of the date of the grant deadline. (All organizations are encouraged to submit the most recent audits, if available.)

If you do not have the required audit before the grant deadline, you may submit a letter from your auditor stating (a) that your audit process is progressing in a timely manner and (b) the expected completion date. The Foundation requires the submission of the audit before your interview date.

V. INTERVIEW:

Applicants that meet eligibility requirements for funding will be scheduled for a short interview with the Unrestricted Grants Committee. This is a chance for the committee to become more familiar with your organization and project.

Your organization may bring one or two people to explain your project briefly and to answer questions regarding the application. Please make sure your contact names listed on the application will be easy to reach for scheduling.

Interviews are an integral part of the decision process and the application. If an organization does not send a representative at the arranged time or fails to send a representative with good working knowledge about the grant application and the organization, the interview will be deemed “incomplete” and your application will not be considered for funding.

VI. OPTIONAL ATTACHMENTS:

1. We will distribute up to three pages of supplemental material such as newsletters and news articles, brochures, etc.
2. Your application will be stronger if you include one or two letters of support from individuals or other organizations who have or will donate time or money for the proposed

project. Please indicate if the letter is from one of your Board or paid staff members. (Only the first two letters with handwritten signatures will be copied and distributed to the Unrestricted Grants Committee.)

V. SIGNATURE:

I certify that the information contained in this proposal is true to the best of my knowledge and I have the authority to commit the organization to this project.

I understand that there is a required interview and am able to send one or two people to discuss this grant. Interview dates will be available on Foundation website mid-January 2012.

Signature

Printed Name

Title: _____ Date: _____

This must be signed by the person who is listed as the head of your organization on the cover sheet.

**Please submit applications to:
Polk County Community Foundation
255 South Trade St.
Tryon, NC 28782**

Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package. If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent this application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.