



2020 GUIDELINES

COMPETITIVE GRANTS

REQUIRING THE LONG FORM APPLICATION

Guidelines for: UNRESTRICTED ~ KESSLER ~ SALUDA COMMUNITY ~ ORGANIZATIONAL STRENGTHENING ~ PUBLIC SAFETY ~ BRADLEY BREAKTHROUGH COMMUNITY BENEFITS ~ BRADLEY PLANNING & STUDIES

Introduction

The Polk County Community Foundation seeks to enhance the quality of life for citizens of Polk County with its grantmaking. 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: Lois Miner Barrick Fund, 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, Thomas J. Kofodimos Charitable Fund, Elizabeth and Bailey Nager Foundation Fund, and Samuel and Stephanie White Fund are permanent endowed funds created by generous donors who wished to make annual contributions to the Unrestricted Fund. This fund has received significant support from recent planned gifts from D. William Bennett, Margaret Bennett, Bertha B. Brown, Louis Buzek, Marjorie D. Creswell, John Lewis and Ramona H. Craddock, Paul Culberson, Marjorie Deobald, Harry and Dixie Evans, Dr. Frederick E. Whiskin, Paula St. George Joyce, Werner Mueller, Muriel G. Nash, Thomas H. Nash, Jr., Norman Newell, Edwena Lee Ongar, Lawrence Pexton, Allan Safford, Dorcas R. Sparr, Rebecca Underwood, Robert F. and Wanda E. Veh, Esther Wallace, and Henry (Hank) Welch.

The attached Long Form Application is the application for the following funds:

1. **UNRESTRICTED GRANTS**

Unrestricted grants are awarded to fund a variety of projects of value to our community. Many Polk County organizations are eligible for grants to support capital expenses. Unrestricted grants fund clearly defined projects and programs that contribute to the community in a meaningful way. Our committee always enjoys learning more about the ways your organization uses its unique expertise to serve our community with beneficial programs and projects. Grant proposals are accepted from Polk County nonprofits and local governmental agencies who share the Foundation's goal of improving the quality of life for all in our local community.

2. **MARY F. KESSLER GRANTS**

Awards from the Mary F. Kessler Fund exclusively support projects and events in the Town of Tryon and its environs or the City of Landrum that result in physical and scenic improvements, development, or beautification, as well as projects with cultural, intellectual, and educational benefits. Organizations apply for Kessler grants through the Unrestricted Grants process.

3. **BRADLEY ENDOWMENT FUND GRANTS**

There are several Bradley grant programs for the long-term benefit of the Polk County community. *(For more detailed information about Bradley grants, please see the separate Bradley grants guidelines and required application supplements, available online and in our offices, or contact the Foundation. Please note that an interview with the Bradley Board may be required.)*

4. ORGANIZATIONAL STRENGTHENING & BOARD PLANNING GRANTS

Unrestricted funds are awarded for educational opportunities to enhance an organization's operations and governance; train staff, officers and board members; develop models for future sustainability; and for other projects to improve an organization's capacity to work effectively and efficiently on its mission for the benefit of our community. Organizations are encouraged to apply! Up to \$3,000 may be awarded for board retreats and up to \$8,000 for other projects. *(Please note that an interview with a Foundation committee may be required.)*

5. PUBLIC SAFETY ORGANIZATIONS GRANTS

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.

6. SALUDA COMMUNITY FUND

The Saluda Community Fund celebrates Saluda! An anonymous donor established this competitive grant fund in 2006 to benefit Saluda organizations that are serving the residents of Saluda. The donor feels Saluda is "the most unique place on the planet; there is a sense in people of being where they belong." Please see the Saluda Community Fund Guidelines for more details regarding qualified organizations and projects.

Which organizations may apply?

- Local Polk County, North Carolina 501(c)(3) nonprofits and units of government that primarily serve the citizens of the community centered in Polk County. Landrum organizations are encouraged to apply for Kessler grants. Saluda organizations are encouraged to apply for Saluda Community Fund grants.
- If your organization's operating budget is over three million dollars, 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.
- Some funds have additional criteria. Please contact the Foundation for guidance.

Additional Grant Criteria

- Only 501(c)(3) nonprofits and local units of government are permitted to receive grants for permanent improvements to or acquisitions of buildings or land.
- Community events must occur six months or more after the application deadline to be eligible for funding. *(Please ask us about other grant funds for events.)*
- 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 a committee after a complete application has been accepted.
- Grants will not be paid to organizations with overdue Final Grant Reports for previously awarded grants. The Foundation considers Final Grant Reports when awarding new grants.

Timeframe for Using Approved Grants

Grant funds must be spent within 12 months of the time of the award notification. You may request

a longer grant period by indicating the need for an extension of time on the cover page of the application.

Application Deadline

- For application deadlines, see the Dates & Dollars chart available online and at our office.
- NEW: Please note that all deadlines are on Tuesdays by 11:59 pm on the date indicated.
- The deadlines listed are the last possible dates to submit applications. You may set your own earlier deadline if the date posted is inconvenient. Applications may be submitted as soon as they are available on our website and in our office.

Helpful Publications

- The “Directory of Kirby Endowment Funds, Competitive Grant Funds and Donor Information” provides information about the many funds available at the Community Foundation, including examples of past grants.
- The “Dates and Dollars” chart lists application deadlines, notification dates, interview dates and requirements (if any), and available dollars for each grant program.

Additional Application Hints and Requirements

Please refer to the signature page.

Questions?

For additional information concerning this or other grant applications, or help with your unique situation, please contact Noah Wood, our Director of Grants. We recommend scheduling a meeting with Noah well in advance of the grant deadline so that we have a chance to work together to identify projects important to your organization that fit the Foundation’s grant criteria. You may visit us at 255 South Trade Street, Tryon, NC or online at www.polkccf.org; call 828-859-5314; or email grants@polkccf.org.



Staff Use: Certified By: _____
 Submitted by Deadline No Missing Parts

2020 LONG FORM APPLICATION

I. COVER PAGE:

For which grant(s) are you applying? _____

Organization Name: _____

Physical Address: _____

Mailing Address (if different): _____

Telephone Number: _____ Email: _____
(optional, requested for our grant mailing list)

Organization's 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). (e.g. Unit of Government)

When was your organization established? (e.g. Year 501(c)(3) status was received) _____

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

What is your service area? Polk County Landrum Other (Explain in section II. A. 2.)
(Check all that apply)

List the number of paid staff at your organization. _____ Full-Time _____ Part-Time

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

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

Name: _____ Title: _____

Telephone Number: _____ Email: _____

Your Organization's Designated Representative for Grants (if different from above):

Name: _____ Title/Role in the organization: _____

Telephone Number: _____ Email: _____

Does your organization have any overdue Final Grant Reports from past grants? Yes No
(Please note that Final Grant Reports for projects related to or similar to this request may be required for the committee's review. We recommend that you submit overdue and related grant reports as soon as possible.)

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 from the notification date to spend the grant funds? Yes No

II. NARRATIVE: (maximum of three pages)

A. Introduction and Background of Organization

1. Describe your organization's mission, history and major accomplishments with an emphasis on your programs and activities within the past five years.
2. What is your organization's service area? For example, where do your clients, donors, volunteers, members, or program participants reside?

B. Describe Your Proposed Project in Detail (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? Include estimates of the number of community members who will benefit.
2. Name the people in your organization who will be involved in carrying out the plans outlined in this request.
3. If your request includes hiring vendors, consultants, or other expertise with grant dollars, please explain the selection process.

C. Recognition: 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. Budgets must be detailed to comply with the application requirements:
 - Please note that this is such an important requirement that the Foundation has the discretion to decline an application at any point in the review process if the budget is deemed insufficiently detailed.
 - 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.
 - Indicate other sources of funds to cover your project's 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.
2. If you are asking for a grant to support one or more of your organization's programs:
 - Present a detailed list describing the program(s) you are seeking to run with grant support. This should accompany the program budget(s) described below.
 - Include a detailed budget for each program. The budget(s) should list all direct expenses and sources of projected income for each program. *Note: general income for your organization will be included in the organizational financials required with this application.*
 - You may include administrative expenses (overhead) funding with your request. Policy restrictions apply and will be decided by the Foundation Board based on numerous factors..
 - We recommend including multiple projects and programs of your organization so that the Foundation has the maximum flexibility in supporting your organization's work.

3. Coaching Notes:

- Since people take in information in different ways, both the detailed budget and narrative explanation described above are valuable for all committee members to fully understand your request.
- The Foundation has switched from general operating support for small organizations to program support, with the understanding that programs require overhead. Please contact us for additional guidance.
- Our process involves intense committee review that requires detailed explanations so the committee can fully understand what they are being asked to fund. This determination is beyond the scope of a grant application completeness check.

B. Provide the names and addresses (city/zip code) of your governing body including all officers' names and titles. (e.g. *President, Vice-President, Secretary, and Treasurer.*)

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

D. Articles of Incorporation and Bylaws (Confirm that your organization's current Articles of Incorporation and Bylaws are on file at the Foundation and if not, provide copies with this application. Your application will be deemed incomplete if these documents are not on file and are not provided promptly after being requested. Please contact our Director of Grants regarding an extension if this is problematic.)

E. Schools or School Districts: There is a required supplement to the grant application. Your school district's designated representative for grants may contact the Community Foundation for this supplement. Please note that the representative has been designated by the Superintendent to coordinate grants with the Foundation.

F. For Bradley grants: Please see the grant guidelines for these funds, which may include a required supplement to this application.

IV. FINANCES/REQUIRED ATTACHMENTS:

A. Required Financial Statements for all applicants.

- *All financial statements must be labeled and the time period, matching your full fiscal year, must be specified. Example: "January 1, 2019 – December 31, 2019 Operating Statement."*
- 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," "Profit/Loss," "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. 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.

Please explain the purpose of any reserved funds. This helps the committee understand whether you are a wealthy organization with significant available funds that could be used for your current needs.

- 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.
5. Updated Financials: The Foundation may request current financials and your most recent 990 after the application has been submitted.

B. Required Audit

Organizations with \$250,000 or more of liquid assets or liabilities, as well as organizations with annual operating budgets over \$150,000, are required to submit a recent complete audit covering one full fiscal year. The audit must cover a fiscal year ending within three years of the grant deadline date. Our policy is that every third fiscal year should be audited, at minimum. We strongly suggest that audits be completed within six months after your fiscal year ends. *(Acceptable audits will vary depending on the grant cycles and your organization’s fiscal year. Please contact the Foundation for additional guidance. If the Foundation holds assets of your organization, those assets do not count towards the \$250,000 figure because they are included in the Foundation’s audit.)*

In order to be considered complete, audits must be conducted in accordance with U.S. generally accepted accounting principles and standards, and include all accompanying notes. Compilation reports do not satisfy the audit requirement.

A hard copy of your audit is required with each grant application. All organizations are encouraged to submit the most recent audit and the Foundation reserves the right to require an updated audit if one is completed after the application is submitted.

If you do not have the required audit before the grant deadline, you may receive a three-week extension to submit your audit if you submit a letter from your auditor with your application stating (a) that your audit process is progressing in a timely manner and (b) it will be completed within three weeks of the grant application deadline.

Please contact us if this requirement is problematic for your organization. We are exploring changes to this requirement and are interested in learning about organizations’ issues with audits.

V. INTERVIEW: *(Required for most grants. See the Dates & Dollars chart available online and at our office.)*

Applicants that meet eligibility requirements for funding may be scheduled for a short interview with a Foundation committee in order to become more familiar with your organization and project.

Your organization may send one or two people to briefly explain your project and answer questions regarding the application. Please confirm that the name(s) listed on the application will be easy to reach for scheduling.

Interviews are an integral part of the decision process. 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:

- A.** We will distribute up to three pages of supplemental material such as newsletters and news articles, brochures, etc. that will help the committee reviewing your application better understand your organization and your project.
- B.** Your application will be stronger if you include one or two signed 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 Committee.)*

VII. SIGNATURE PAGE:

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 the Foundation may require an interview. Interviews will be scheduled for the dates listed on the Foundation's current Dates & Dollars sheet. Our organization will save the dates listed and will be able to send one or two people to discuss this grant at the assigned date and time.

I have read the "Additional Application Hints and Requirements" below.

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

Signature

Date: _____

Printed Name

Title: _____

Brief Project Description

Additional Application Hints and Requirements:

Deadlines: The deadlines listed on our "Dates & Dollars" sheet are the last possible dates to submit applications. You may set your own earlier deadline if the date posted is inconvenient. Applications may be submitted as soon as they are available on our website and in our office.

General Application Requirements: Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications, and applications that do not follow all instructions shall not be considered for funding. All application materials must be submitted together in one package.

Application Format: Some sections of the application 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.

Application Certification: 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.

Please submit applications to:

**POLK COUNTY COMMUNITY FOUNDATION
255 South Trade St.
Tryon, NC 28782**

*If you would like to submit your application early, outside of our normal business hours,
we have a drop slot in our entrance door available for your convenience.*