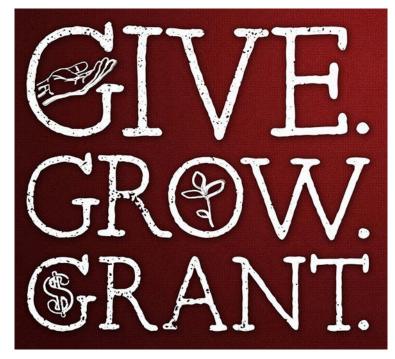# GRANT CYCLE WORKSHOP

COMMUNITY FOUNDATION OF MADISON & JEFFERSON COUNTY

# Grant Cycle Workshop Agenda

- Introductions

- Community Foundation Basics

- Types of Funds Used During the Grant Cycle

- Grant Cycle Guidelines, Criteria, & Priorities

- Putting Your Best Foot Forward

- New Online Application Platform

- ACH Grant Payments

- Q & A Time

# Introductions

**Bill Barnes**
President & CEO

**Kelly Miller**
Finance & Program Officer

**Kelley Hoagland**
Marketing & Donor
Relations Manager

# Community Foundation Basics

# Grant Cycle Funds

- **Flexible Community Funds**
  - Also known as Unrestricted Funds
  - Provide the majority of funding in the Competitive Grant Cycle
- **Field of Interest Funds**
  - Funds created to support specific areas of interest
    - Interest areas include: the arts, youth programs, animal welfare, fire companies, world languages & international study programs, the environment, genealogy/history, veterans, intellectually challenged children, women & children

# Grant Cycle Guidelines & Criteria

- Communicate about project and program ideas with Bill & Kelly Miller

- Grants are made to 501(c)3 charities or 509(a) agencies

- **We DO NOT FUND (in no particular order):**
  - General group or individual travel/lodging expenses
  - Annual giving/membership campaigns
  - Individuals
  - Political purposes
  - Promotion of the teachings of a particular church, denomination, or religion
  - Debt – new or existing – or endowment creation

# Grant Cycle Priority Examples

- HIGH PRIORITY (in no particular order):
  - One-time projects
  - High percentage of population is reached
  - Preventative rather than remedial
  - Examines and addresses the underlying causes of local problems and issues
  - Attracts volunteer resources and support
  - Encourages collaboration among organizations
  - Organizational capacity building
  - Offers new services to the community
  - Capital needs beyond an organization's capabilities and means
  - Seed money for pilot projects
  - Demonstrates the greatest benefit per dollar granted

# Grant Cycle Priority Examples

- **LOW PRIORITY (in no particular order):**
  - Normal operating expenses (excluding start-up expenses)
  - Computer hardware and software equipment
  - Funding to organizations that received a CFMJC grant in the previous year's grant cycle

# Grant Cycle Timeline

- Online applications open every year on June 1st

- 2024 Applications will be due on Tuesday, August 6, 2024 at Noon

- Site visits are generally held toward the end of August, if necessary

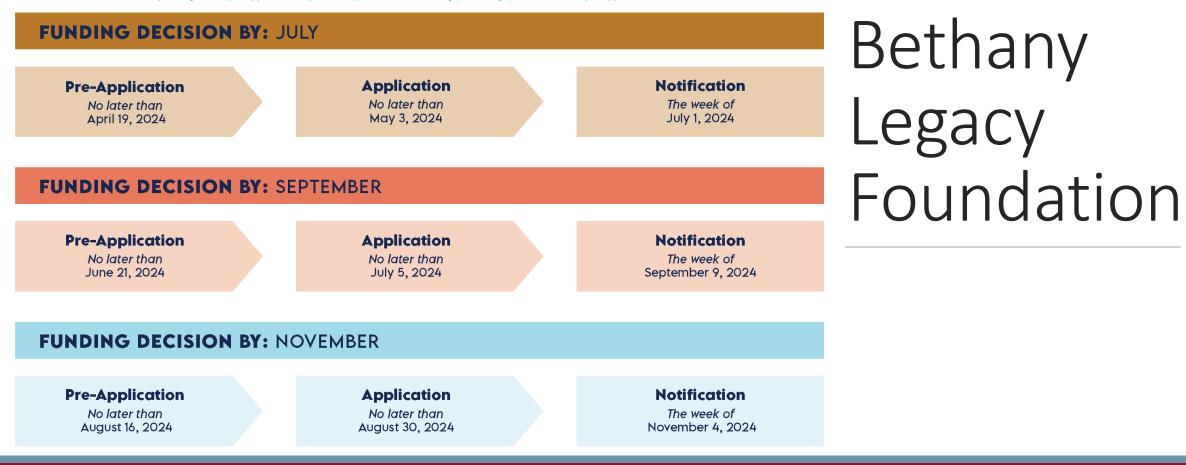- Grants are awarded at the end of September

# funding calendar

Please refer to the calendar below for our grant process funding timeline for 2024.
Note that we are incorporating a short pre-application as part of our process, and we strongly encourage you to submit the pre-application before the dates listed below.

## FUNDING DECISION BY: JULY

**Pre-Application**
No later than
April 19, 2024

**Application**
No later than
May 3, 2024

**Notification**
The week of
July 1, 2024

## FUNDING DECISION BY: SEPTEMBER

**Pre-Application**
No later than
June 21, 2024

**Application**
No later than
July 5, 2024

**Notification**
The week of
September 9, 2024

## FUNDING DECISION BY: NOVEMBER

**Pre-Application**
No later than
August 16, 2024

**Application**
No later than
August 30, 2024

**Notification**
The week of
November 4, 2024

BETHANY LEGACY FOUNDATION

Bethany Legacy Foundation

# Putting Your Best Foot Forward

**DON'T** – Wait until the last minute to submit your application.

**DON'T** – Upload your annual budget when asked for the project specific budget.

**DON'T** – Copy and paste information from a prior application.

**DON'T** – Assume that your request amount is too large or too small.

**DON'T** – Apply with a project that will be completed before the Grant Cycle ends in September.

**DON'T** – Estimate project costs. Show pricing quotes and do your homework.

# Putting Your Best Foot Forward

**DO** – Contact the Community Foundation to discuss your project if you're unsure if it's a good fit for the grant cycle. We respect your time.

**DO** – Set a realistic timeline for the project.

**DO** – Show other sources of funding for the project.

**DO** – Break out the specific costs of the project.

**DO** – Be specific and detailed in all elements of the application.

# Putting Your Best Foot Forward

**DO** – Have someone outside of your organization proofread your application before submission.

**DO** – Make sure that 100% of your Board of Directors financially contribute to the organization.

**DO** – Let the Community Foundation know if all or part of the funding for the project has been received.

**DO** – Demonstrate the sustainability of the project, if applicable.

**DO** – Show specific costs and data related to only Jefferson County.

# New Online Application Platform

- **Grant Process Enhancements**
  - Online electronic Grant Agreements
  - Multiple applications under one user for the organization
  - Final Report automatically attached to submitted application – no longer a separate application
  - Integration with existing systems
  - Better grants committee experience

- **ACH Grant Payments**
  - Moving to this method to provide a safe and efficient way of paying out grant awards to organizations
  - Please complete the supplied form and return to the Community Foundation as soon as possible

# New Online Application Platform

Grant Lifecycle Manager
by Foundant Technologies

Please add
administrator@grantinterface.com
to your email contacts and Safe
Sender list!

# Questions & Answers

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