

# GRANT CYCLE WORKSHOP



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COMMUNITY FOUNDATION OF MADISON & JEFFERSON COUNTY



# Grant Cycle Workshop Agenda

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- 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

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**Bill Barnes**  
President & CEO



**Kelly Miller**  
Finance & Program Officer



**Kelley Hoagland**  
Marketing & Donor  
Relations Manager



# Community Foundation Basics

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# Grant Cycle Funds

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- **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

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- 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

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- 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

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- **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

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- 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



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



# Putting Your Best Foot Forward

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**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

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- 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

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- 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

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- **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](mailto:administrator@grantinterface.com)  
to your email contacts and Safe  
Sender list!

The screenshot shows the login page for the Community Foundation of Madison & Jefferson County. At the top left is the organization's logo, a circular emblem containing a building with a dome. To the right of the logo, the text "COMMUNITY FOUNDATION" is written in a large, dark red serif font, with "JEFFERSON COUNTY" in a smaller, grey sans-serif font below it. The main content area is titled "Logon" and contains two input fields: "Email Address\*" and "Password\*", both with asterisks indicating they are required. Below the password field are two buttons: a dark blue "Log On" button and a light blue "Create New Account" button. A link for "Forgot your Password?" is positioned below the buttons. On the right side of the page, there is a grey-bordered box containing three paragraphs of text: a welcome message, instructions for new users to create an account, and instructions for existing users to log in or reset their password. At the bottom of this box, there is a note about contacting a grant administrator if the user is unsure.

Logon

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

Welcome to the Community Foundation of Madison & Jefferson County's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.



# Questions & Answers

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