

Impact Polk 2018

Grant Application Guidelines



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www.GiveCF.org

Mission: To champion charitable giving to improve the quality of life in the areas we serve, both now and for future generations.

Impact Polk Grant Guidelines

Impact Polk is an annual competitive grant program of the GiveWell Community Foundation with the goal of addressing community needs throughout Polk County. The GiveWell Community Foundation provides public organizations recognized by the IRS as described in the IRS Code Section 501(c)(3) as eligible for tax-exempt status, serving Polk County, an opportunity to apply for grant funding.

In light of the recent hurricane, many are stretched thin at this time, therefore, GiveWell will not be hosting a Grant Orientation meeting this year. Please review these Guidelines in its entirety as they contain all the information you need to submit your application.

Impact Polk grant cycle begins October 23, 2017 and closes November 13, 2017.

Program Details

GiveWell Community Foundation considers how well the project fits the following targeted areas of focus. The *Impact Polk* Grant Program addresses community needs and fosters engagement throughout Polk County. Targeted areas include:

Health & Human Services

1. Improve community-based health and wellness;
2. Address basic human needs, such as food, housing, and related services;
3. Improve the quality of life, safety and self-sufficiency of at-risk populations.

Educational Opportunities & Achievement

1. Promote social, emotional and cognitive development of young children, including programs that support and educate parents and efforts that engage volunteers;
2. Expand academic support, mentoring and recreational programs for children and youth, particularly to close the achievement gap;
3. Broaden workplace, career and postsecondary experiences and opportunities for youth;
4. Improve adult literacy, skill development, education and workforce training.

Arts & Cultural

1. Strengthen and stabilize arts and cultural nonprofits, and support collaborative efforts;
2. Cultivate and support appreciation of diverse cultures and art forms;
3. Deepen community-based arts education for children and adults;
4. Encourage audience development, particularly to reach underserved populations.

Community, Environmental Stewardship &/or Animal Welfare

1. Support stewardship and appreciation/protection of Polk County's outdoor spaces and scenic beauty;
2. Address social, economic and environmental challenges or opportunities;
3. Preserve places essential to communities' civic and historic identities.
4. Benefit wellbeing of our animal community.

Criteria Used to Review Applications

When reviewing applications, we look for signs of efficient and effective organizations. The criteria are meant as a general guide, not a definitive checklist:

- Program/project must be conducted within Polk County, Florida.
- If previous funding has been received from Impact Polk, the applicant must be current in reporting requirements.
- An organization exhibiting strong management skills and sound leadership.

- A project that leverages donor dollars.
- A creative project that has a measurable outcome and positive impact on the community.
- A project that addresses a specific identified and prioritized need in the community.

Eligibility

All interested organizations must meet the following general requirements:

-  Submit complete grant application **no later than 5:00 p.m. on November 13, 2017**. Incomplete or late applications WILL NOT be accepted, no exceptions. Applications submitted will be reviewed for completeness. Incomplete applications will be denied.
- Your **Impact Polk** project must provide services within Polk County. **One hundred percent of program participants must reside in, or receive services in, Polk County Zip Codes.**
- Applicant **MUST** be a 501(c)(3) public charity or recognized by the IRS as described in the IRS Code Section 501(c)(3) as eligible for tax-exempt status. Eligibility will be verified.
- Must provide a list of current Board Members and demonstrate strong board support and sound governance.
- Must provide a list of key staff and brief description of their professional background.
- Must provide Organizational Operating Budget for current year (your current fiscal year).
- Must provide previous year's IRS Form 990 or most recent audited financial statements.
- If applicable, provide letters from collaborators and/or affiliate.
- Must prepare and submit a preliminary budget (Project Budget Form).
- Project must meet organization's mission. We will not fund expanded services that do not meet the mission.
- Project must **NOT** begin prior to March 2018 and must be completed within one year of funds being awarded.
- **Maximum grant request is \$20,000. Funding is NOT guaranteed. Previous funding does not guarantee continued funding.**

What We Do Not Fund

The GiveWell Community Foundation will NOT consider an **Impact Polk** application for:

- Organizations that are not considered exempt under section 501(c)(3) of the Internal Revenue Code;
- Organizations that are not based in or serving communities in Polk County;
- Grants to individuals (rent, utilities, etc.) or private foundations;
- Capital campaigns or purchase of capital items;
- General operating, administration *;
- Fundraising costs;
- Political campaigns or direct lobbying efforts;
- Medical or scientific research;
- Events of any kind;
- Debt reduction or bridge funding;
- Advertising space of any kind;
- Marketing **unless** directly related to project (registration, brochures, announcements, or playbills);
- Membership dues, fees, conference registration, or affiliation campaigns;
- Conferences, symposia or related travel;
- Religious or sectarian projects that are not offered to the general public;
- Services commonly regarded as the responsibility of the government, such as street repair, fire or police protection;
- Public or private school services required by state law, such as regular classroom instruction or athletic activities;
- Banquets, galas, walks, runs, etc.

**Incremental Consultant/Professional fees may be considered on a case by case basis for therapeutic positions, summer camp counselors etc.*

Electronic Application Instructions

When you are ready to begin the application process, log on to www.GiveCF.org

Once you are on the Community Foundation's home page, click on the blue box "grants" (or Nonprofits on the top menu bar and go to *Grants*). The **Grants** page includes a link to a tutorial on using the grant application software, the application Guidelines, and the link to where you will complete your 2018 **Impact Polk** grant application.

- The *Grant Application and Reporting* link will take you directly to the log on page. We recommend copying and saving the link to your favorites:
<https://www.grantinterface.com/Home/Logon?urlkey=cfgl>
- **If your organization has applied for grants previously, DO NOT create a new account.** Sign in using the user email and password you used in previous grant application cycles. (If you have forgotten your login, or do not know your login or to find out if your organization has applied previously, please contact the Foundation office: 863-683-3131 or jmartinez@givecf.org).
- If you are applying for the FIRST time, you will be asked to create an account. You will need your organization EIN.
- On the Applicant Dashboard, click on Apply at the top menu bar. Then click Apply on the far right of the 2018 Impact Polk Grant Application line and enter required information.
- You will be prompted when specific documents need to be included. There are sections where you can either upload the document, manually type information, or cut and paste the text into a text area.
- If you have hard copies of documents that need to be uploaded to the electronic application, please use the Fax-to-File function on the left side of the screen. Instructions will guide you through this process.
- You may "Save" your application until you are ready to submit. Please hit "Save" before closing the browser. **Make sure your application is COMPLETE before submitting.** Once you submit the application you will not be able to make additional changes. We recommend someone else review your application prior to submission.

Acknowledging Your Grant

When a program or project receives funding from the Community Foundation, the Foundation **requires** recognition as a funding source. The GiveWell Community Foundation is a public foundation; therefore, it is important that the public be informed of its grants. The following is a list of suggestions for acknowledging your grant in whatever ways are within your organization's communication capabilities.

- Include news of your grant in publications you produce for external distribution, such as press release, newsletters and annual reports, social media.
- Be sure your internal audience – staff, board members, volunteers, donors, and clients are aware of the grant.
- Include Foundation logo on printed materials. A high quality logo will be provided to you upon request.
- Mention the Foundation's support on your website and please include a link to our website.
- When appropriate, display a Foundation window cling in a prominent location.

★ Refer to your award letter on the proper acknowledgment. Use the following language as a guide to acknowledge your grant: ***This program/project was funded (or funded in part) by a grant from the FUND NAME within the GiveWell Community Foundation.***

Expenditures of Funds Policy

- 1) **Grantee MUST maintain adequate records.** The grantee is responsible for the expenditure of funds and for maintaining adequate supporting records that are consistent with generally accepted accounting principles. Grantee is required to verify that 100% of services are provided in Polk County, for Polk County residents.
- 2) **Grantee MUST notify the Foundation of unused funds.** If, upon completion of your project, your organization finds that it did not use the total number of dollars granted, please contact the Community Foundation office.
- 3) **Grantee MUST obtain preapproval from the Foundation if there are changes to the project.** Since all funding awarded by the Foundation is to be used solely for the purposes described in the grantee's application, modification can be made only with approval of the Foundation's grant committee or by the granting fund advisor(s). All modifications must be submitted to the Foundation in writing, prior to implementation.
- 4) **Loss of funding privileges.**
 - If at any time the Foundation determines that a grantee has not performed in accordance with this agreement or has deviated from the intended purpose of the approved project or the project's budget, the organization will lose the privilege of applying for any additional grants from the Foundation. All unexpended grant dollars **must** be returned to the Foundation.
 - If a grantee loses its federal tax exemption status under Section 501(c)(3) of the Internal Revenue Code or is no longer an organization described in 170(c) of the Internal Revenue Code before the completion date of the approved project, they must notify the Foundation immediately. All unexpended grant dollars **must** be returned to the Foundation immediately.
 - Failure to comply with reporting requirements.

Grant Reporting

The Foundation utilizes grant reports to assess the effectiveness of its grant making in the community. The "Interim Report" and the "Final Report" forms can be found online at the Foundation's grant program Foundant (this is the same program you used to apply for the grant). These reports supply the Foundation with the necessary information to determine that the grant is being used for the purpose intended and to fulfill the Foundation's public reporting responsibilities. Staff is available for any questions regarding the completion of the report forms.

1. Grant Reports: After receiving grant funds, interim reports are due quarterly (some exceptions may include summer programs where one final report will be due). Final reports are due **30** days after completion of the project for which you received funds. The grant system will send an email reminder 2 weeks prior to the due date.
2. Once funding is received, the first interim report must be submitted on the due date **even if the project has not yet spent any of the funds.** You **MUST** contact the Foundation staff to request change. The Foundation maintains discretion regarding report date changes.
3. The final report, including Budget vs. Actual costs must be submitted **30** days after the completion of the project.
4. Reports must be complete and thorough. Members of the Foundation's staff, members of grant committee and donor advisors, will review all reports. **Failure to provide necessary information may result in the loss of future funding privileges.**
5. Please provide photographs and supporting data. Photographs are a way in which the Foundation can assess the success of a project. Please be sure to provide adequate information about all supporting data that is submitted.

6. If an organization fails to submit interim, final and budget vs. actual report forms by the due dates, the organization may lose the privilege of applying for any additional **Impact Polk** grants. **If an agency is unable to submit required reports by deadlines they MUST contact the Foundation to apply for an extension.**
7. Since all funding awarded by the Foundation is to be used solely for the purpose described in the grantee's application, modifications are discouraged and can only be made with prior approval of the grant committee or the fund advisor that recommended the project. **All modifications must be submitted to the Foundation in writing (email is acceptable).**
8. If, upon completion of your project there are remaining grant dollars, contact the Foundation office in writing prior to submitting your final report.

If at any time the Foundation determines that a grantee has not performed in accordance with the grant guidelines and procedures, or has deviated from the intended purpose of the approved project or the project's budget, the organization will lose the privilege of applying for any additional grants from the Foundation and funding may be revoked.

Important Dates

October 23, 2017	Open application process begins
November 13, 2017	Full applications must be submitted online by 5pm
March -June 2018	Final grant award notices*

**Our fundholders view applications for funding consideration. While we try our best to obtain decisions in a timely manner, we don't guarantee an exact time when final grant notices will be.*

Maximum grant request is \$20,000.

Please note, funding is NOT guaranteed. Previous funding does not guarantee funding during this grant initiative. You are encouraged to seek additional funding through other sources as well.

Thank you for participating in Impact Polk 2018,

***If you require further information, please contact Johnna Martinez, Grants Manager,
by phone or email at:
(863) 683-3131
jmartinez@GiveCF.org***

Edited 9/2017

FREQUENTLY ASKED QUESTIONS

1. **What's new this year?**
 - a. Due to Hurricane Irma and the strain felt by most organizations, and to be sensitive to your time, GiveWell Community Foundation is not be hosting an orientation meeting. If you have questions on how to access and/or fill out your application, please call us at (863) 683-3131 or email jmartinez@givecf.org AFTER you have reviewed the Guidelines.
 - b. This year's grant cycle is a bit later than past years. This is in consideration of our fundholders who participate in funding projects and our desire to shorten the length of time nonprofits have to wait to hear if projects receive funding.
 - c. Maximum request amount has been set at \$20,000. (Again, funding is never guaranteed).
 - d. While we notify all of our fundholders of the opportunity to review and consider funding for Impact Polk projects, typically applications are viewed and funding is considered by a limited audience. The Grants Committee will NOT review projects submitted through Impact Polk this year.

2. **How do I know if my organization has a profile already set up in your system?**
 - a. If you don't know if your organization has applied in the past, please contact GiveWell Community Foundation at (863) 683-3131 or jmartinez@givecf.org and we will let you know if a profile already exists.

3. **I forgot how to log in.**
 - a. The log in is your email (or whoever is set up in the system). You can request to reset your password or contact us at (863) 683-3131 or jmartinez@givecf.org and we can reset it for you.
 - b. Once you begin an application, save it before you log out. If you log back in to work on the application, DO NOT create a new application, click Edit to continue the application you started.

4. **Can we see what's been funded in the past?**
 - a. Yes, you can view previous Impact Polk publications on our website to see programs that were chosen to receive funding. <http://www.givecf.org/non-profits/polk-county-grants/impactpolk/>
 - b. Those that have received funding in the past are not guaranteed to receive future funding.

5. **The system won't let me submit the application.**
 - a. There could be several reasons why your application cannot be submitted. Please scroll back up and look for highlighted areas indicating an error.
 1. Be sure to adhere to character limitations. If you go over on characters (spaces, periods, commas etc. count as characters) you will receive an error.
 2. Some areas require an answer. Be sure there are no blanks in the application and if so, please fill in or upload required information.

6. **How will I know if you received my application?**
 - a. You will receive an email confirmation when you submit your application.