

# **Staples Community Foundation**

## **GRANT GUIDELINES**

**OVERVIEW:** The Staples Motley Area Community Foundation is a Turn Key fund of the Initiative Foundation, established in partnership with local citizens, to serve as a philanthropic vehicle for accumulating and distributing financial resources to benefit the Staples/Motley area (within the physical boundaries of ISD #2170). Significantly all of the assets of the Staples Motley Area Community Foundation are held by the Initiative Foundation; most of the funds are held as permanent endowment, although when designated as such by our donors, are held as non-endowed funds. The income and/or non-endowed funds are distributed in the Staples/Motley area to support local charitable endeavors based upon recommendations made by a local Staples Motley Area Community Foundation Advisory Board.

**FUNDING PRIORITIES:** The Staples Motley Area Community Foundation will accept and consider funding proposals that fit within the following categories:

- 1. Strengthening Youth and Families:** Supplementing the endeavors of others in developing and implementing positive opportunities for youth and families.
- 2. Improving Community Appearance:** Making our community attractive and inviting to visitors and improving the appearance of the community to make residents proud to live here.
- 3. Increasing Community Involvement and Leadership:** Promoting citizen community involvement by developing and identifying leaders within the community in order to instill a sense of solidarity based on the assets of our community.

### **GENERAL GUIDELINES:**

1. Eligible applicants are those that serve the residents living and/or working within the physical boundaries of ISD #2170 and include:
  - 501(c) 3 nonprofit organizations (that have received no adverse opinion from the IRS concerning their tax-exempt status),
  - school districts,
  - local unit of governments or
  - community groups operating through a mission-related fiscal host with the appropriate tax-exempt status.

**Note:**

*The Initiative Foundation recognizes that, in many of our communities, there are groups of committed volunteers working for charitable purposes outside the structured bounds of a formal 501(c) 3 nonprofit organization. We further recognize that these groups may desire to request funds from their local community foundation or directly from the Initiative Foundation. In such cases, the Initiative Foundation expects these groups to affiliate themselves with a compatible host organization which can support their efforts and administer awarded funds properly. In these cases, the application needs to come from the 501(c) 3 nonprofit host organization or local unit of government serving as host. It is the legal responsibility of the nonprofit organization or government entity awarded a grant to ensure for its proper use and administration.*

2. Grants will be made only in support of proposals that fit one or more of the above funding priorities and that benefit the communities identified in the geographic boundaries described above.
3. In general, it is not the purpose of the foundation to sponsor projects which involve annual events.
4. The SMACF Advisory Board will periodically review the minimum and maximum grant size. (Current maximum grant size is \$2,000, not to exceed 50% of total project cost.)

### **INELIGIBLE PROJECTS:**

The Community Fund will not provide grants to/for the following:

- Capital expenses/ Brick-and-mortar expenses;
- Individuals or private businesses;
- Ongoing operating support (unless for the initial stage of a pilot project);
- Endowments, national or local fund drives or general funds;
- Expenses incurred prior to notice that the grant award has been approved by the Initiative Foundation;
- Religious organizations for direct religious activities;
- Political campaigns or lobbying activities;
- Projects in support of K-12 programs that are or have traditionally been government-funded.

**APPLICATION PROCEDURE:** Refer to the attached application form for specific proposal requirements.

1. Applicants complete and submit online application **with all required attachments** by the current deadline.
2. The Community Foundation Advisory Board reviews grant applications and makes grant recommendations to the Initiative Foundation.
3. Initiative Foundation staff process grant awards and send award letters and agreements to grantees.
4. Grant payments are made upon return of signed grant agreement to the Initiative Foundation.
5. Grantees receive Grantee Progress Report form at the designated grant period end date.
6. Grantees submit final report within one month of grant period end date. (*Grantees must submit a final report before they can be considered for future awards.*)

**Note to applicant:** *Please allow 60 days between the grant deadline and the start date of your project to allow for grant processing. Grants cannot be made for expenses incurred prior to notice that the grant award has been approved by the Initiative Foundation.*