



2024 GRANT GUIDELINES

Important 2024 Dates

Grant Cycle: February 1-March 15, 2024 at 5PM
Grant Notification: April 1, 2024
Grant Agreement Due: April 24, 2024
Grant Award Event: May 2, 2024
Grant Period: May 2, 2024-November 30, 2024
Grant Report Due: November 30, 2024

The following pages contain guidelines and information for grant proposal submissions to the competitive grants program of the Grangeville Community Foundation (GCF).

Competitive Grant Eligibility

GCF invites applications from nonprofit entities including, but not limited to:

- Government entities, including public educational institutions.
- Entities with current 501(c)(3) (or other code section) nonprofit status under IRS Code.
- Entities with a nonprofit core mission that is similar to those required by a 501(c)(3).

Organizations without nonprofit status are encouraged to apply but should contact GCF for more information.

Important Information

- Eligible organizations must be based within 5 miles of the Grangeville city limits, or their primary purpose must be to benefit residents of Grangeville.
- The grant application form must be downloaded to a computer hard drive before it can be completed and saved. Instructions for saving and submission are listed on Page 3 of the grant application form. Applications and related materials should be in PDF format and attached to the email message to grangevillecommunityfoundation@gmail.com. ***If you do not receive acknowledgement of your submission within 2 days, please call Jane Spencer, (208)507-0592 or Alaina Redenbo (208)507-8470.***
- Grant applications must be submitted via our application process by the deadline to be eligible for consideration. ***Deadline is Friday, March 15, 2024 at 5PM.***
- Late and/or materially incomplete applications will not be considered.
- Grant recipient or a representative is required to attend the grant award event and give a short description of their project on Thursday, May 2, 2024.

Grant Criteria

Grants are awarded to a wide range of organizations for projects consistent with GCF's mission to enrich the quality of life in Grangeville. Grant areas include:

- Arts & Culture
- Conservation/Environment
- Education
- Health and Emergency Services
- Libraries
- Public Projects
- Recreation
- Social Services

In general, GCF favors activities that:

- Provide a direct benefit to Grangeville residents
- Address important, unmet needs
- Reach a broad segment of the community and have a broad base of community support
- Enjoy financial support from community members and are sustainable
- Promote cooperation among community organizations and avoid duplication of efforts
- Request seed money to realize unusual opportunities to meet needs in the community
- Stimulate and encourage additional funding
- Help make your organization more effective and efficient

The following areas are of low priority to GCF and usually will not receive funding:

- Grants to individuals
- Reduction of debt
- Travel for individuals or teams
- Capital projects, with the exception of requests for a specific portion of the project to which GCF can make a significant contribution
- Programs that replace funding for routine governmental operations

The following will not be considered for GCF funding:

- Requests for operating expenses or salaries normally paid by the organization. Salaries for special projects not normally funded will be considered.
- Projects with the sole purpose of furthering a religion
- Political activities or those designed to influence legislation
- Requests from national organizations unless the project will directly benefit Grangeville citizens
- Research or untested projects

Grant Size

Generally, grants generally range in size between \$250 and \$1,000 per application. More may be granted based on the merit of the project.

Grant Application Preparation Checklist

Prospective applicants should be prepared to answer or address the following:

- What is the organization's legal name under which it is incorporated or operates and/or by which it is recognized by the Internal Revenue Service (IRS).
- The names, phone numbers, and email addresses of members of your board of directors or your organization's officers. Public educational institutions/teachers do not need to supply this information.
- Primary contact person, including phone, street and email addresses. Grant-related questions, notifications, agreements, and other correspondence will be sent to the primary contact person.
- The organization's mission statement. If the organization does not have a mission statement, a brief overview of the organization and its primary objectives will be sufficient.

- Project information:
 - Description of the project
 - Explanation of the need for the project. Who will be helped by the project?
 - Anticipated accomplishments of the project. What will be the tangible impact of the grant in the community?
 - Project timeline. What adjustments will be made if the project is not fully funded?
- Financial Information:
 - A budget for the project, itemized to the extent possible
 - A list of other funding sources, in-kind donations, or other support, if any, for the project, indicating whether they are committed or pending
 - Plans for future funding, if applicable
 - The amount requested from GCF.

Process and Notification

Completed grant applications should be submitted as a PDF document attached to an email to grangevillecommunityfoundation@gmail.com. Submission instructions are listed on the application form.

All qualifying grant applications will be reviewed by GCF's Grants Panel. Final funding decisions are made by GCF's Board of Directors. All organizations submitting grant requests will be notified of the success or denial of their request by April 1, 2024. You will be asked to complete and sign a Grant Agreement which must be returned to GCF by April 24, 2024.

Funds will be disbursed at the grant award event on Thursday, May 2, 2024 during which each grant award recipient will give a short description of their project. Failure to attend the award event will result in forfeiture of the organization's grant and will affect the organization's competitiveness in the next grant cycle.

End of Grant Report

Grantees are required to submit an End of Grant Report. The purpose of the report is to inform GCF of the successes/failures of the project, results attained, and opportunities for improvement. Photographs depicting the grant in action would be appreciated. The End of Grant Report is due (even if the project is not complete) no later than November 30, 2024.

How to Contact GCF

Please feel free to contact GCF if you have any questions or concerns related to your grant application or the competitive grant process.

GCF E-mail Address: grangevillecommunityfoundation@gmail.com

GCF Mailing Address: P.O. Box 487, Grangeville, ID 83530

GCF Board Contacts: Jane Spencer 208-507-0592 or Alaina Redenbo 208-507-8470

All materials submitted become the property of the GCF.

Please retain a copy of your application for your records.