



2017 Power for Good Grant Application

Online Submission Deadline: July 1, 2017 at 11:59 PM CST

What Is Unity Foundation?

Since 1992, Unity Foundation of La Porte County has served donors, nonprofits and local communities. As La Porte County's community foundation, it manages nearly \$29 million in assets, administers more than 325 charitable funds, and has distributed approximately \$14 million through direct grants and scholarships. The Council on Foundations has deemed Unity Foundation in compliance with all Indiana and national ethical and operating standards for community foundations.

Unity Foundation's mission is to strengthen La Porte County now and forever by building permanent endowments; providing leadership; offering philanthropic vehicles for everyone; and, being a catalyst for social and economic vitality. For more information, please visit www.uflc.net or call 219-879-0327.

What Are Community Fund Grants?

The Unity Foundation Community Fund was established to be responsive to local needs. This fund is permanent and only the earnings are spent each year. Because the fund is permanently endowed, these grants will be available to sustain our local efforts for generations to come. In 2016, we awarded over \$132,000 to worthwhile projects and programs in the arts, the environment, health and human services, education, and community development through the Power for Good Grant process.

What Is Unity Foundation Interested In Funding?

As Unity Foundation embraces the future in its 25th year of serving La Porte County, the Grant Making Committee encourages submission of innovative projects. Many good repetitive projects have been supported over the years, but the preference for 2017 is to seek out new concepts that will further enhance the quality of life and strengthen our county. Further considerations include:

- Issues not adequately being serviced by existing community resources;
- One-time projects or needs;
- Projects that provide leverage for generating other funds and community resources;
- Projects that facilitate cooperation and collaboration between organizations and the communities within La Porte County

How Much Can Be Requested?

Requests should be at least \$500 and no more than \$3,000.

How Many Applications May I Submit?

Due to the limited amount of funds, organizations are limited to the submission of 2 applications. If a parent organization runs two distinct programs or organizations with separate funding sources under one tax identification number, the parent organization is limited to the submission of 3 applications. Please email unity@uflc.net or call us at (219)879-0327 if you have questions regarding this. It is important for your group to choose which program or project is of most importance to those you serve. Each request should include only one project or program and not be combined into one application. Applications with several smaller projects combined into one will NOT be considered. Remember, each application submitted consumes not only your time, but the time and resources of the Unity Foundation and its volunteers. Please submit thoughtfully.

What Is The Timeline?

There is one Community Fund Grant cycle each year.

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| July 1, 2017: | Grant requests must be submitted <u>online</u> by 11:59 PM (CST). Late applications will not be accepted. |
| Late July 2017: | The Grant Making Committee meets to make its recommendations for grant awards. |
| Early August 2017: | Grant awards are approved by the Unity Foundation Board of Directors, based upon recommendations of the Grant Making Committee. |
| Mid-August 2017: | Decisions will be communicated to applicants. |
| September 13, 2017: | Grant funding is distributed. Unity Foundation Annual Update at La Porte Civic Auditorium. |
| July 1, 2018 | Final Grant Report must be submitted <u>online</u> by 11:59 PM (CST). |

Who Reviews The Grants?

Unity Foundation's Grant Making Committee is comprised of a diverse group of men and women from all around La Porte County. They review the grants and make recommendations on which programs should receive funding, as well as in what amounts. Committee members sign Confidentiality Statements and reveal any potential conflicts of interest each year, as required by the IRS. The Unity Foundation Board of Directors reserves the right to decline any request that may jeopardize the Foundation or its IRS 501(c)(3) status.

How Will The Foundation Evaluate Our Request?

It is the general policy of Unity Foundation to operate without discrimination as to age, race, religion, gender, sexual orientation, or national origin in its overall administration and grant making. Diversity, creative community development, and problem solving are greatly encouraged. In reviewing grant proposals, Unity Foundation generally utilizes the following evaluation criteria:

1. Is there an established need? Will the project/program achieve the desired result?
2. Is it appropriate for Unity Foundation to make this grant or are there more compatible funding sources?
3. Does Unity Foundation have adequate resources or is the program/project too big?
4. Will Unity Foundation's funds leverage additional resources?
5. Does it fit with the Foundation's areas of interest and geography?
6. Does it foster collaboration?
7. Does it have multiple impacts?

Are All Requests Funded?

The Grant Making Committee strives to fund as many applications as possible, but the primary goal is to invest in programs that will have the biggest impact on its respective constituencies. Not all requests are funded. Some requests may be partially funded.

Will The Grant Awards Be Publicized?

Unity Foundation will publish general information about its grants in local media, its own printed materials, and annual community reports. Grant recipients may distribute publicity regarding their grant award through internal channels or in concert with the Foundation. Unity Foundation may occasionally wish to highlight specific grants and would work closely with the recipient organization to determine the best strategy. Unity Foundation encourages the submission of project related photographs for publication in their Annual Report to the Community.

Eligibility Requirements

Who Is Eligible?

Generally, only charitable organizations with verifiable 501(c)(3) status with the IRS, and operating or offering programs in La Porte County, Indiana, will be considered. Start-up or ad hoc organizations may not yet have obtained 501(c)(3) status. If that is the case, we suggest you find an organization to "host" the project or program and have them request funds with you.

Churches may request funds for non-sectarian purposes only, such as community programs/projects.

Governmental bodies, such as townships and fire districts, as well as educational institutions, are also eligible; however, please note the additional restrictions for those organizations under General Grant Making Policies.

If you're not sure if your organization is eligible to apply, contact our office at 219.879.0327 or unity@uflc.net.

What Are Unity Foundation's Grant Making Policies?

Unity Foundation of La Porte County's Grant Making policies include the following:

1. Grants will be made only to those non-profit organizations and programs operating in, or serving residents of La Porte County, Indiana.
2. Grants will be made for a wide variety of programs and purposes, while striving for geographical balance.
3. No grants will be made to churches for sectarian religious programs.
4. No grants will be made for operating budgets or for basic municipal or educational functions and services.
5. No grants will be made for endowment campaigns or for previously incurred debts.
6. Grants will ordinarily be made for one (1) year only.

7. No grants will be made to provide long-term funding. No grants will be made for post-event or after-the-fact situations. [If applying for funding for events, applications submitted for the 2017 grant cycle will only be considered for events that occur after September 15, 2017 and, preferably, for events which occur after January 1, 2018.]

Can Individuals Request Grant Funds?

Generally, no grants are made to individuals other than through scholarships or special awards administered by Unity Foundation of La Porte County.

What If We're Not Sure Our Idea Fits?

If you are not sure if your project or program is eligible for funding from Unity Foundation, you may call the Foundation office at 219-879-0327, or you may submit a letter of inquiry by email to unity@uflc.net. This letter should contain a brief statement of the program/project needs and enough factual information to determine fit. Please also include a statement indicating you are interested in applying for a Community Fund Grant and want to know if your program is eligible. These inquiries will receive a prompt response in most cases.

What If We Need Help Drafting Our Request?

To attract complete, innovative, and good quality requests, Unity Foundation recognizes that technical assistance may be needed by organizations. The Foundation staff is available for this purpose and you are encouraged to utilize them as needed. Our goal is to get the best applications for our Committee to review. Sometimes an applicant will want to see if their submission is as good as it can be. The Foundation staff cannot write a proposal for anyone, but will be happy to review and offer suggestions for improvement. If you would like such input, you must contact us and get us your draft at least 2 weeks ahead of the deadline. We will respond as quickly as possible to ensure your ability to consider the input we provide.

What Happens If We Are Awarded A Grant?

If your proposal is approved, you will need to sign a Grant Contract with Unity Foundation before funding will be distributed. Most grant contracts require that you deliver what you promised in the proposal and may include special conditions set by the Grant Committee. The contract also requires you to publicize the grant from Unity and to notify us if there are any important changes with your organization. You will also be required to submit a Final Grant Report (no later than July 1st of the following year) showing us how you delivered on your project. Failure to do so may eliminate your organization from future grants. Those organizations that successfully complete the grant process can look forward to future grant possibilities from the Unity Foundation.



2017 Power for Good Grant Application Overview

NOTE: Attachments: Max file size of 20MB. It is strongly recommended that all files are attached in Adobe PDF format. Microsoft Office (Word, Excel, Publisher) files will be accepted but may not be accessible to all members of the selection committee.

ORGANIZATION

Legal Name of Organization

Organization Telephone Number

Website Address

Street Address City State Zip Code

Mailing Address (if Post Office Box) City State Zip Code

Federal Tax ID (EIN):

CONTACT

Contact Name Title

Telephone Number Email Address

BOARD OF DIRECTORS

Board of Directors Chairperson

Chairperson Telephone Number Chairperson Email Address

ATTACHMENT: Listing of current Board of Directors. Denote officers. Include name, address, occupation, &/or areas of expertise.

1. What percentage of the Board of Directors contributed any amount of dollars to the organization in the most recent fiscal year?
2. What percentage of the Board of Directors made an in-kind contribution to this organization in the most recent fiscal year?
3. What percentage of the Board of Directors volunteer their time beyond attending board meetings?
4. Have any members of the Board of Directors participated in non-profit training (e.g. board development, fund raising, grant writing, etc.) during the past year? Yes/No If yes, describe training.

Organization

1. Does your organization have a Strategic Plan? Yes/No If yes, when was it written or last revised?
2. Does your organization have a CEO (other key leadership) Succession Plan? Yes/No

PROGRAM/PROJECT INFORMATION

Program/Project Title

Grant Amount Requested

Primary Service Area: City of La Porte, City of Michigan City, La Porte County, Other: (specify)

Primary Program Type: Emergency Services, Intervention, Prevention, None of the Above

Primary Program Category: Animal Related, Arts/Culture, Community Development, Disabled Service, Disaster Relief, Education, Education-Literacy, Employment, Environmental, Food/Nutrition, Health, Health-Mental, Historical Preservation, Housing/Shelter, Human Service, Recreation/Sport, Youth Development, Other: (specify)

Summary of Program/Project: This brief description will be utilized for reporting and publications regarding grant application data.

Maximum words 50

Number served/impacted with requested funding

ATTACHMENT: Program/Project Narrative (In narrative format of four (4) pages or less, describe your proposed program/project.) The narrative should include, but is not limited to, the following:

NEED: What is(are) the need(s) for the program/project in La Porte County or its communities? Are there other groups working on this need? If so, what will you do that is better or different? How will you coordinate with existing efforts?

DESCRIPTION OF PROGRAM/PROJECT: Describe in detail how this program/project will operate. What is the purpose? What will this program/project accomplish?

WHO WILL BENEFIT: Describe who will be served. Include expected number, geographic location, and specifics of those targeted.

EVALUATION: How will you evaluate this project/program? How will you and Unity Foundation know whether the purpose has been met?

IMPACT: Describe the effect of this program/project on the organization(s), clients, and the community or targeted issue? How visible will the program/project be?

PROMOTING "NON-TOXIC" CHARITY: If appropriate, how will this proposed grant or project empower / strengthen those it aims to serve? In reference to Robert Lupton's book, "Toxic Charity", please explain how this project will positively engage and empower the persons who benefit from it. For example: Food pantry recipients are provided opportunities to help stock, clean up, or provide other volunteer support.

ORGANIZATION: What is the purpose of your organization and who does it serve? What are the qualifications of the key staff or volunteers involved in this project or program? What evidence can you give of the ability of your organization, alone or with collaborative efforts, to implement this program/project? For example, if a Memorandum of Understanding (MOU) is required, please attach signed agreement(s).

IMPORTANCE OF UNITY FUNDING: Why is Unity Foundation Community Grant funding important to this program/project (e.g., matching funds, leverage other funding)? What part of the program/project will benefit by Unity Foundation funds (e.g., pay for a set number of classes, etc.). What would happen to the program/project if Unity Foundation did not fund this application?

ATTACHMENT: (Not Required): Memorandum of Understanding if applicable. (A Memorandum of Understanding (MOU) is a formal agreement between two or more parties. Organizations use MOUs to establish official partnerships.) Maximum attachments = 3.

BUDGET

ATTACHMENT: Budget Worksheet (sample provided on last page)

NOTE: Only provide full organizational budget if program/project budget cannot be extracted.

You may provide your program/project budget in one of the following ways:

1. Complete the provided Budget Worksheet
 - Remember to include the Unity Foundation Community Grant for which you are applying as a potential income source
 - You will need to save this completed file and attach it to your application
2. Attach your own budget form. Be sure that your budget includes all the information requested on the "Budget Worksheet", and that your figures are in balance.

ATTACHMENT (Not Required): You may attach quotes for materials or services. Maximum attachments = 3.

REQUIRED DOCUMENTS

ATTACHMENT: Current Financial Statement/Report (Attach the organization's current financial statement/report as presented to the Board of Directors at its most recent meeting (e.g., monthly financials, treasurer report, etc.)

ATTACHMENT: Most recent Financial Audit/Review (or most recent fiscal year-end financial statement if audit/review unavailable)

If an audit or official review has not been conducted since July of 2016, include an explanation and date of upcoming audit (maximum 100 words)

ATTACHMENT: IRS Determination Letter designating your 501(c)(3) status as a Federal Income Tax Exempt Organization.

ATTACHMENT: Statement from an officer of the organization stating the exemption remains in force.

ATTACHMENT: Board of Directors Grant Approval (Attach evidence this grant request is approved by the Board of Directors or governing body [e.g., letter signed by an officer of the Board, or a copy of the minutes of the meeting at which the application was approved].)

ATTACHMENT(S): Program Staff Qualifications/Licensure/Resumes (If the staff members working in the proposed program/project are required [e.g., by law or by national charter] to hold certain qualifications or licensure, include evidence that they hold the required credentials.) Maximum attachments = 4.

OPTIONAL DOCUMENTS

The following items may be included with your application packet to enhance or better explain the proposed program/project. Note: These items are NOT required nor do the committee members expect to see them. Inclusion is completely voluntary. Your application will NOT be negatively affected if you choose not to include them.

ATTACHMENT(S): Outcome Measurement Reports (Attach outcome measurement reports [e.g., dashboards, statistics].) Maximum attachments = 3.

ATTACHMENT(S): Marketing Materials (Attach marketing materials that relate to or explain the specific program/project for which you are applying. Do not include general organizational marketing materials unless this specific program/project is explained.) Maximum attachments = 3.

Organization: _____
 Program/Project Title: _____

BUDGET WORKSHEET

Instructions:

- Please describe, in as much detail as possible, the budget for your program/project.
- Only provide full organizational budget on this page if program/project budget cannot be extracted.
- In the last column, label each revenue source as: P for potential; A for actual/committed; and, I for in-kind/donation.
- Remember to include the Unity Foundation grant for which you are applying as a "potential" revenue source.
- Insert additional rows if necessary.

REVENUE

Source	Amount	P, A, or I
Unity Foundation of La Porte County Community Grant		P
Total Revenue	\$ -	

EXPENSES

Source	Amount
Total Expenses	\$ -

Revenue minus Expenses \$ -

Budget Notes: