The Community Foundation requires up to three quotes/bids for application requests for equipment.

When deciding how many quotes and in what format to provide, please consult the guidelines below:

1. If your organization is required by law to obtain three or more quotes/bids for projects, you are required to provide three (3) quotes. This will most likely apply to units of government.
2. If your request is for equipment that can be purchased locally (at least regionally) without undue burden, you are required to provide three (3) quotes. This will most likely apply to equipment or projects for professional services (ex: websites).
3. If your request is for equipment that can be obtained through all online sources, you are required to provide three (3) quotes. This will most likely apply to smaller equipment requests that can be purchased through large online retailers like Amazon, Walmart, etc. It is preferred the quotes simply be a document with a list of links to the online sources.
4. If your equipment request is for highly specialized equipment, only available through very limited national vendors, you are only required to provide one (1) quote.
5. If your equipment request requires contractor expertise that is above and beyond what the current nonprofit staff could assess, then you are only required to provide one (1) quote from your preferred contractor. This will most likely apply to equipment requests that additionally require construction considerations like electrical, HVAC, plumbing, etc. work to be done to install the equipment properly.
6. If your equipment request is for a continuation of a project that has already started with your preferred vendor, you are only required to provide one (1) quote from your preferred vendor. This will typically include organizations that have entered into a contract with a specific vendor prior to the application request.
7. If your equipment request necessitates utilizing a preferred local (at least regionally) vendor in order to maintain good standing in a continued business relationship, you are only required to provide one (1) quote from your preferred vendor.

All organizations are encouraged to contact the Senior Program Officer at 765-747-7181 or grants@cfmdin.org to help assess how many quotes are required.

The Community Foundation of Muncie and Delaware County, Inc. Board of Directors reserves the right to alter this policy at any time in order to meet the needs of the community.

*Policy approved by the Board of Directors of The Community Foundation on 10/16/17*