Purpose

Each and every day, the Community Foundation strives to improve the lives of people who live, work and play in Monroe County. Through strategic grantmaking, the Foundation fuels innovative ideas and lasting impact by granting funds to nonprofits to meet our community’s most pressing needs and seize its most compelling opportunities. **We strive to create impact that extends from early childhood development to aging, from basic needs to economic development, from the arts to the environment, and beyond.**

Opportunity

The Community Foundation of Bloomington and Monroe County (CFBMC) is currently accepting Letters of Intent for projects and programs that are forward thinking, community changing in their implementation, practical in their application and unique to the community. This year, the Community Foundation **has not stipulated a focus area for granting.** However, the Foundation prioritizes funding opportunities that address current community needs and opportunities through innovative solutions, collaboration, and sustainability.

Please carefully review full grant criteria on the Community Foundation’s website before completing your Letter of Intent.

Eligibility

Letters of Intent may be submitted by local 501(c)(3) nonprofits and other organizations that are exempt from filing for a 501(c)(3) status. This includes units of government, school corporations, and religious organizations. Impact grants may be awarded to religious organizations for programs that are non-proselytizing and do not promote religious doctrine or
instruction. To confirm eligibility, please contact Marcus Whited at marcus@cfbmc.org or 812.333.9016.

**Process and Timeline**

Interested applicants are asked to submit a two-page (maximum) Letter of Intent on agency letterhead to CFBMC. Letters of Intent will be reviewed for alignment with criteria, quality, and anticipated outcomes. A select number of applicants will be invited to submit a full proposal.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12, 2018</td>
<td>Letters of Intent Due to Community Foundation</td>
</tr>
<tr>
<td>September 28, 2018</td>
<td>Selected Applicants Receive Invitations for Full Proposals</td>
</tr>
<tr>
<td>November 6, 2018</td>
<td>Full Applications Due to Community Foundation</td>
</tr>
<tr>
<td>December 2018</td>
<td>Grant Awards Announced; Funding Available</td>
</tr>
</tbody>
</table>

**Preparing Letters of Intent**

The following should be included in the Letter of Intent:

- Name and title of contact person
- Mission statement of the organization
- **Amount requested between $10,000 and $50,000** (an estimate is acceptable).
- Project or program description. Please indicate if you are requesting dollars for capacity building. For a definition of capacity building, please see FAQs.
- Anticipated outcomes and strategies for measuring them.
- Timeline for the proposed activity and for measuring results, which may be different.
- Verification of tax exempt status (copy of IRS Letter of Determination).

Supplemental materials like photos, brochures, or DVDs will not be accepted.

**Submitting Letters of Intent**

**Five copies** of the Letter of Intent should be submitted at the following address:

Community Foundation of Bloomington and Monroe County  
Attention: Marcus Whited  
100 South College Avenue, Suite #240  
Bloomington, Indiana 47404

Letters of Intent cannot be submitted electronically. Please hand deliver or send via USPS or other carrier. Submissions must be received by close of business on the deadline date. Letters of Intent received electronically or after 5:30 pm on the deadline date will not be evaluated.
Don’t ask for this!

The Community Foundation does not consider requests for:

- Previously incurred debts
- Political campaigns
- Efforts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research

Please note that we typically do not fund requests for general operating support or indirect costs. Direct costs for operating the project or program may be eligible. General operating support for new or pilot programs may be considered. See FAQs for a definition of direct and indirect costs.

FAQs

For everything else you need to know, refer to the FAQs on our website. https://www.cfbmc.org/lasting-impact/apply-for-a-grant/community-impact-grants/.
For questions, please contact Marcus Whited at 812.333.9016 or marcus@cfbmc.org.

Equal Opportunity in Grantmaking

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the community foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the community foundation.
FAQs for Community Impact Funding Initiative grants

What is the Community Impact Funding Initiative?
The CiFI is a strategic grantmaking initiative of the Community Foundation of Bloomington and Monroe County designed to fuel innovative ideas and lasting impact by granting funds to nonprofits to meet our community’s most pressing needs and seize its most compelling opportunities. Grant funding is designed to support a broad range of community needs such as arts & culture, social & health services, education, recreation, beautification & preservation, animal welfare, the environment, and community development opportunities.

Is my organization eligible for a Community Impact Grant?
Impact grants are awarded to local 501(c)(3) nonprofits and organizations that are exempt from filing for a 501(c)(3) status. This includes units of government, school corporations, and religious organizations. Impact grants may be awarded to religious organizations for programs that are non-proselytizing and do not promote religious doctrine or instruction.

How does an eligible organization apply for funds?
The CiFI uses a two-part grant proposal process. First, interested agencies are asked to submit a two-page (maximum) Letter of Intent to the Community Foundation by Wednesday, September 12, 2018. Following a review of Letters of Intent, selected organizations will be invited to submit full grant applications online, which are due November 6, 2018.

What if multiple organizations are collaborating on a proposal – who applies?
One organization must be the lead organization and will be the applying organization. All collaborating organizations must confirm with their willingness and intent to participate in the program. Generally, this is most effectively accomplished by entering into a Memorandum of Understanding, which is attached to the grant agreement with the Community Foundation.

Is there a limit on the number of Letters of Intent that can be submitted or funded?
No. An organization may submit multiple Letters of Intent and/or be a co-applicant with multiple organizations.

How much funding is available?
Approximately $300,000 will be awarded for Impact Grants in this round.

What are the funding limits for Community Impact Grants?
The amount of the individual grants will range from $10,000 to $50,000.

What is the source of funding for Community Impact Grants?
Grants are distributed from a variety of funds established at the Community Foundation by donors including unrestricted endowments, select field of interest funds, and from collaborative funding provided by our partners, including the Smithville Charitable Foundation.

What should be included in my Letter of Intent?
Letters of Intent should be no more than two pages in length and must be submitted on the organization’s letterhead to the Community Foundation. The following should be included:
• Name and title of contact person
• Mission statement of the organization
• Amount requested between $10,000 and $50,000 (an estimate is acceptable).
• Project or program description. Please indicate if you are requesting dollars for capacity building. For a definition of capacity building, please see FAQs.
• Anticipated outcomes and the strategy for measuring them
• Timeline for the proposed activity and for measuring results, which may be different
• Verification of tax exempt status (copy of IRS Letter of Determination)

Supplemental materials like photos, brochures, or DVDs will not be accepted.

What types of requests are not considered?
The Community Foundation does not accept requests for:

• Previously incurred debts
• Political campaigns
• Efforts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research

We typically do not fund requests for general operating support or indirect costs. Direct costs for operating the project or program are eligible costs. General operating support for new or pilot programs may, on rare occasions, be considered for funding.

What is a Capacity Building grant?
The Community Foundation has uncovered several definitions for capacity building. Perhaps the most fundamental and common definition is “a grant that is intended to improve a nonprofit’s efficiency and effectiveness by enhancing the ability to increase specific capacities and capabilities of an organization”. Examples often include, but are not limited to:

• Professional development for staff and/or board members
• Creating or re-examining organizational or strategic plans
• Equipment that increases an organization’s effectiveness
• Technology upgrades and implementation
• Facilities and physical infrastructure
• Measuring the impact of services
• Developing new sources of income

What is the difference between “direct costs” and “indirect costs”? Direct costs are the expenses required to execute a grant that are directly attributable and can be reasonably allocated to the project. Program staff salaries, travels expenses, materials, training, and consultants required to execute the grant are examples. Costs that would not be incurred if the grant did not exist are often indicative of direct costs.

Indirect costs are general overhead and administration expenses that support the entire operations of a grantee and that may be shared across various projects or programs. Examples may include facilities expenses, e.g. rent, utilities and equipment for the grantee’s headquarters. Expenses that would be incurred regardless of whether the grant program is funded are often indicative of indirect costs. Again, these types of expenses are generally not funded.

What are the key criteria to be evaluated?
The evaluation team will tend to respond more favorably to organizations and programs that:

• Focus on solutions to problems rather than symptoms
• Are innovative and transformative
• Are proactive in responding to a need or opportunity
• Enhance cooperation and collaboration among organizations within our community
• Address and plan for the long-term sustainability of the program
• Build the capacity of the organization to fulfill its mission, serve its clients, navigate growth and change successfully
• Leverage funds through the use of seed funding, matches, or challenge grants
• Demonstrate the commitment of the requesting organization's governing board
• Demonstrate the organization's fiscal responsibility and management qualifications
• Will result in a significant improvement for the benefit of our community

When is my Letter of Intent due?
A two page (maximum) Letter of Intent is due September 12, 2018.

How should Letters of Intent be submitted?
Five copies of the Letter of Intent should be submitted at the following address:

Community Foundation of Bloomington and Monroe County
Attention: Marcus Whited
100 South College Avenue, Suite #240
Bloomington, Indiana 47404

Letters of Intent cannot be submitted electronically. Please hand deliver or send via USPS or other carrier. Submissions must be received by close of business on the deadline date. Letters of Intent received electronically or after 5:30 pm on the deadline date will not be evaluated.

Where do I obtain a full application?
If you are invited by the Community Foundation to submit a full proposal, you will be provided instructions regarding how to access your online application. Full application is due 11/6/18.

How long will I have to complete the full application, if invited?
Full applications may be completed and submitted online between 9/28/18 and 11/6/18.

What additional information will be required for the full application?
When completing a full application, please be prepared to submit the following information and documentation:

• Organization’s non-discrimination policy
• Listing of Board of Directors
• Organization’s most recent IRS Form 990 or 990-N
• Organization’s current annual operating budget
• Project/Program narrative
• Project/Program budget
• Project/Program logic chart (template provided)

How can I infuse innovation and transformation into program grants?
As an organization focused on the long-term success of our community, the Community Foundation seeks to fund programs or projects that offer the potential for lasting change. We encourage our grant applicants to think imaginatively. Here are a few suggestions:

• Engage your stakeholders in the process of exploring new directions and opportunities; involve people with a variety of perspectives that might lead to novel ideas or solutions
• Look for less conventional ways to address issues or seek opportunities
• Try a new approach that has not been implemented before but has potential
• Revamp a current project or build on programs in other communities that are effective
• Partner with another agency or organization
When will I find out if our proposal is accepted and when would funding be available?
After submitting an LOI, organizations who are invited to submit a full application will be notified by September 28, 2018. Organizations selected for funding will be notified by early December 2018, and will be asked to attend the Community Foundation Grant Reception on December 6, 2018. Funding will be available after a grant agreement is executed, typically by early January.

How are grant agreements and distributions handled?
Before grant funding is available, the grantee and the Community Foundation will execute a grant agreement. The grant agreement will outline the payout schedule for the grant, which may include multiple distributions. Generally, grants are distributed on a reimbursement basis. Invoices submitted to the Community Foundation are generally paid within three weeks but may require four, on occasion.

How long will a grantee have to spend grant funds? Most grant funding periods are 12 to 18 months in length. In unusual, but necessary circumstances, it may be prudent for a grant funding period to extend for 1-2 years.

What type of reporting is required?
The Community Foundation will work collaboratively with each grantee to establish the expectations and the schedule for grant documentation, feedback and evaluation. Depending upon the project or program, one or more intermediate reports may be required in addition to the final report. While the grant agreement will define the required components of grant reports the following items are generally expected:

- Objectives met or unmet
- Strengths and weaknesses of program/project
- Population served
- Community benefits from the grant program/project
- Financial results
- Sustainability of the project/program

Frequently, the Community Foundation’s program staff will visit the grant site to check on progress or experience the project in action. The grantee will be asked to provide pictures and copies of any publicity about the grant.

Who is on the grant selection committee?
The Grant Evaluation Committee is comprised of CFBMC staff, CFBMC board members, and community representatives. The Community Foundation is careful to monitor potential conflicts in selecting committee members. All evaluators are asked to complete both a conflict of interest and confidentiality statement.

What is the timeline for this process?
September 12, 2018  Letters of Intent Due to Community Foundation
September 28, 2018  Selected Applicants Receive Invitations for Full Proposals
November 6, 2018  Full Applications Due to Community Foundation
December 2018  Grant Awards Announced; Funding Available

Who should I contact with questions?
Community Foundation Program Director, Marcus Whited at 812-333-9016 or marcus@cfbmc.org

Equal Opportunity in Grantmaking
No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the community foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the community foundation.