

Community Foundation of Southern Indiana

COMPETITIVE AND DISCRETIONARY GRANT POLICIES

This policy covers all competitive and discretionary grantmaking options of the Community Foundation of Southern Indiana (“the Foundation”) from its Community Impact Fund. While intended to be comprehensive, no policy can cover every contingency. Because of that, the Foundation Grants Committee and Board of Directors may, in its sole discretion, from time to time, consider exceptions to this policy.

For grants made through each of the Foundation’s Grant Programs, the following policies will apply:

1. **Geographic Restrictions:** Typically, grants will be made only to organizations whose programs benefit the residents of Clark and/or Floyd Counties in Indiana, which constitutes the Foundation’s service area. The Board may, from time to time, in its sole discretion, consider grants that have a primary benefit outside Clark and Floyd Counties. Additionally, the burden rests on the applicant to demonstrate, in whatever manner may be required by the Foundation from time to time, that they are actively serving a sufficient number of Clark and Floyd County residents to warrant consideration for a grant award. All such determinations are in the sole discretion of the Foundation.
2. **Tax Exempt Status:** Grants from the Foundation must meet legal and tax requirements and may be made only to organizations determined by the IRS to be a 501(c)(3) public charity. Applicants must be listed in good standing in the IRS Publication 78 and/or the Business Master File and must have completed the annual filing with the Secretary of State. Schools, religious organizations, some civic organizations and local government units may be exempt from this requirement. During the board discretionary grant process, in specific situations and with advance approval, the Foundation may, from time to time, issue a grant to a non-501c3 public charity or exempt organization for which it must undertake expenditure responsibility in order to meet legal and tax requirements. and only includes grants
3. **Length of Business Existence:** The Foundation will only accept grant applications from an agency that has been in business a minimum of two calendar years as verified via the Office of the Secretary of State or by other means as required by the Foundation from time to time.

4. **Litigation:** If an applicant organization is currently (or has in the past twelve months been) involved in any litigation or inquiry from a state or federal regulatory agency that may have an impact on the organization's operations, disclosure in the Foundation's grant application is required. The organization must explain in the application the details of the litigation. The Foundation has sole discretion to determine the potential impact of the litigation on the organization and its requested grant proposal in making grant award decisions.
5. **Number of Applications Per Year Per Applicant:**
 - a. Successful Applications. Grantees are limited to only one application per grant program in any fiscal year (July 1 – June 30) in which a grantee is successful in receiving funding through the Community Grants Program.
 - b. Unsuccessful Applications. Applicants who are denied an award in any given review period of the fiscal year and that want to be considered for the next review period must submit a new application.
 - c. Discretionary or Emergency Grantees. For nonprofit organizations that receive a grant through a board discretionary grant or emergency grant, there is a waiting period of 12 months before an organization is eligible to apply for and be considered for a grant through any of the Foundation's competitive grant programs. Exceptions may be considered at the sole discretion of the Foundation.
6. **Previously Funded Organizations:** An organization that receives a grant award from a CFSI grant program will not be eligible to apply for another grant from that same grant program for the later of 24 months after the award date, or through the final date of any grant extension approved for the grant. The Foundation, at its sole discretion, may deny an organization from applying or reapplying in certain circumstances.
7. **Matching Funds:** Grant applications that seek Foundation funding to leverage the participation of other contributors by using challenge, matching, or similar grant techniques, are encouraged. The payment by the Foundation of these matching funds will be made only after the required matching funds are obtained by the grantee organizations and verified in writing to the Foundation.
8. **Other Funding Sources:** Applicants are reminded of the importance of declaring other successful applications and sources of funding to support their project. This provides an

opportunity to demonstrate additional efforts in obtaining funding. Successful additional funding so disclosed will not adversely affect a grantee's application. Non-disclosure of other sources of funding for the project may result in the disqualification of the application or grant.

9. **Grant Agreement:** Grantees are required to complete a grant agreement with the Foundation. Grant periods and any special conditions will be determined at the sole discretion of the Foundation and will be outlined in the executed grant agreement.
10. **Reporting:** Grantees may be required to complete a grant report and any supporting documentation in any manner required by the Foundation from time to time and in accordance with the grant agreement. Any grantee with overdue reports will not be eligible to apply for future grants until in compliance and will be prohibited from applying for any funding for one year beginning the day after any overdue report is submitted. Exceptions may be considered at the sole discretion of the Foundation. Grant Report forms can be found on the Foundation website www.cfsouthernindiana.com.
11. **Fiscal Sponsor/Agent:** If an organization chooses to act as a fiscal sponsor for another organization applying for a grant, the fiscal sponsor/agent is not prohibited from applying for a grant on its own behalf during the time of the other organization's grant period. The purpose of any such grant to a fiscal sponsor/agent must be for a charitable cause, purpose, and/or activity. The Foundation has an obligation to determine the charitable nature of a grant made through a fiscal sponsor/agent and a high responsibility to conduct adequate due diligence. The fiscal sponsor/agent is required to sign the grant agreement, provide all grant reporting on a timely basis, and otherwise oversee and monitor the program and expenditure of grant funds.
12. **Grants to Schools:** Grant applications submitted for programs or projects for public or private schools are required to provide a letter of support from the school or school system (i.e., letter from the Superintendent or letter from the Principal) and must follow Foundation policy regarding signatures, see below. Grant checks in support of public schools will be disbursed to the school corporation's central office.
13. **Grant Expenditures:** Grantees that are unable to spend or encumber the entire amount awarded or complete a majority of the funded activity within the funded grant period are

required to either refund any remaining balance with an explanation or submit a grant period extension request.

14. **Grant Extensions:** Extensions must be requested before the current grant period ends. Failure to provide a timely extension request could result in forfeiture of all remaining funds, at the Foundation's sole discretion. Timely filed extension requests shall be approved or denied in writing by the Foundation in its sole discretion. Upon the Foundation's receipt of an extension request, grantees will be notified of our decision within 10-14 business days. If approved, all funds must be expended within the time period requested, and a final report must be filed with the Foundation in writing by the new deadline. If denied, all remaining funds must be returned to the Foundation within 30 days of notification of denial. The Grant Extension Request Form can be found online on the Foundation's website at www.cfsouthernindiana.com.
15. **Grant Application Solicitation and Conflict of Interest:** Personal solicitations by applicants (or related parties of applicants) to Grants Committee members or members of the Foundation's Board of Directors are inappropriate and may result in the disqualification of the application. All Foundation board members and Grants Committee members are required to declare any personal interest in any grant application. This declaration eliminates their participation in voting on the grant application and will be recorded in the minutes as an abstention.
16. **Grant Applications:** Applications and all attachments become the property of the Community Foundation of Southern Indiana. Information contained in the grant application will be considered confidential. No copies will be made for the applicant or released to other persons unless required by law. We recommend all applicants save a copy to be retained in their files.
17. **Grant Application Documentation:** In addition to the proposal, supporting documentation will be required and differs from program to program. Applicants should be prepared to provide YTD financial statements, a current board member listing, a copy of the most recent 990 filing, and a copy of the most recent United States Treasury Department letter of determination (LOD). The Foundation reserves the right to request additional documentation, as needed, from time to time.

18. **Signatures:** The Foundation's Grant Applications, Agreements, Periodic Reports, Amendments, and Extension Requests may require **two different** signatures of the agency at two organizational levels. In instances where two signatures are required, one signature must be from the board chair of the governing body and the other from the executive director, senior staff, or another board member with signing authority. The organization may be required to submit minutes of their meeting recording the discussion and approval of the aforementioned documents. Documents **submitted that do not have the required number of signatures will *not* be accepted.** No one other than an authorized signer for the applicant organization is eligible to sign any required documents.

- All county-owned entities must include a signature of the President of the Board of County Commissioners affirming the Board of Commissioners has approved the document.
- Faith-based organizations should include one signature from a member of the governing level in the church (such as an officer of the board of trustees, advisory council, or treasurer) and the board chair.
- Schools must include the signature of the chair of the school board and the school superintendent.

It is at the sole discretion of the Foundation from time to time to determine if any exceptions may be made to these signature requirements.

19. **Distribution of Funds:** Disbursements are made only to the applicant agency and no other assignment is authorized. Delivery of grant funds will be either in person by Foundation Board and/or Staff or regular U. S. mail. Exceptions to this method of delivery will be at the sole discretion of the Foundation.

Nicole Atkins, Secretary