

Truman Heartland Community Foundation

Community Grants Guidelines – 2010



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Truman Heartland Community Foundation Community Grants Program Guidelines

Overview

It is the mission of the Truman Heartland Community Foundation to improve area communities by promoting private giving for public good. Since its beginning in 1982, Truman Heartland Community Foundation (THCF) has taken a needs-based approach to philanthropy. Conducting annual needs assessments in the communities it serves, THCF has become an expert in listening and responding to community needs by providing creative charitable solutions and resources.

From its community-wide assessments THCF has prioritized funding to address the many community needs; funding priorities are detailed in these grant guidelines. Today, THCF manages more than \$35 million in assets, comprised of over 550 charitable funds established by individuals, charities, businesses and municipalities. THCF's family of charitable fundholders make annual grants totaling more than \$3 Million to benefit the local, national and global community! It is the generosity and commitment of THCF charitable fund advisors that enables the foundation to respond to community needs. THCF has established affiliate foundations in Blue Springs, Grain Valley, Lee's Summit and Raytown and supports three foundation initiatives: THCF Charitable Reinvestment Foundation, Jackson County Free Health Clinic and THCF Youth Advisory Council. Nonprofit Business Solutions, a supporting organization, joined THCF in December of 2005.

While THCF charitable fund advisors award grants year-round at their discretion, THCF awards grants from its unrestricted funds during one annual session. At the donors' requests, these grants are limited to the following guidelines.

Eligibility

Organizations may apply for grant support from the unrestricted funds of the Truman Heartland Community Foundation if they meet either of the following criteria:

*Are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and currently serve, or propose to serve, persons or communities in **Suburban Jackson County, Missouri (SJC)** (defined as east of I-435).

*Are units of local government or public education institutions or civic organizations for charitable purposes located in **Suburban Jackson County**.

Priority will be given to organizations currently located in Suburban Jackson County. No grants will be made to individuals, political parties, candidates or political activities.

Grant Period and Amount

Proposals will be considered for a grant period of up to one year. Beginning in 2008, funding for the same type of request (equipment, operational support, or a new initiative) will be limited to three consecutive years; exceptions will be reviewed on a case-by-case basis.

There is no set maximum grant award amount. However each year approximately \$100,000 is granted from THCF unrestricted funds; grants typically range between \$1,000 and \$5,000.

Funding Priorities

Truman Heartland Community Foundation partners with nonprofits that share our vision and passion for improving heartland communities. We consider our grants to be community investments, and look for a return on the investments we make. We always look for ways to

advance promising programs, support collaborations, and leverage additional funding and resources to make grants of impact across the region.

Proposals will be considered that address one or more of the following issues. These priorities are **not** listed in order of importance but have been determined by needs assessments conducted in the communities we serve.

- * Arts, Culture, and Historic Preservation
- * Building Stronger Neighborhoods
- * Education
- * Fostering a Sense of Community Spirit
- * Health Needs for the Community – including specific areas of Cancer, Hospice and Alzheimer Disease
- * Leadership Development for Youth and Adults
- * Programs for Seniors
- * Positive Youth Development
- * Transportation
- * Violence Prevention

Application Process

Grants are awarded annually following a two-step application process. Applicants are asked to summarize their proposals in a letter of interest. All letters of interest that meet our eligibility requirements and address our funding priorities will be reviewed by the Grants Committee of the Truman Heartland Community Foundation. After this initial review, organizations whose proposals show the greatest potential for improving area communities by addressing our funding priorities will be invited to submit full applications. Throughout this process, we may contact the organization to clarify the request, schedule a site visit, or make a suggestion to strengthen the proposal.

Letters of interest and full proposal applications are due in the offices of the Truman Heartland Community Foundation by 5:00 PM on the closing dates show below.

Letter of Interest Deadline	Notification to Request Full Application	Full Application Deadline	Notification of Applicants	Grant Awards Luncheon
1 st Thursday in April	Early to mid May	4 th Thursday in May	Early October	Early November

Due to the volume of proposals received, organizations are encouraged to submit their letter of interest and full proposal using the formats that follow.

Letter of Interest Format

A letter of interest, up to two pages in length, should be submitted on the applicant’s letterhead. The letter of interest should address the following points:

1. An overview of the applicant organization. Include mission and brief history of organization.
2. A description of the proposed program. Include total program cost, funding requested from Truman Heartland Community Foundation, and funding requested from other sources.
3. The target audience in SJC served by the proposed program.
4. The tangible results that the target audience within SJC will experience as a direct consequence of the proposed program.

5. If the proposal is contingent upon collaboration, a written letter of support from the collaborating partner agency will be required. Example: If program is to be implemented in schools, a letter from the School District Administration must confirm and authorize.
6. If the applicant organization received funding during the 2008 Grant Cycle, an interim report describing meaningful outcomes of the existing program must be submitted with the letter of interest for the proposed program.

Twelve copies of the letter of interest along with one copy of the organization's 501(c)(3) determination letter must be sent to the offices of the Truman Heartland Community Foundation by the applicable due date.

Full Application Format

Please prepare your full application in the order that follows.

As the first part of the proposal, complete and attach the following forms:

1. Proposal Summary Sheet (form available online)
2. Program Budget Sheet (form available online)

As the second part of the proposal, prepare a narrative of 5 pages or less, covering the following topics in the order stated below:

1. A description of the program for which funding is sought.
2. Numbers and characteristics of the target population in SJC served by the proposed program.
3. An overview of collaborations with other organizations in the planning, funding, and/or delivery of the proposed program.
4. Stated goals of the program and proposed methods for measuring the tangible results.
5. The tangible results that the target audience within SJC will experience as a direct consequence of the proposed program.
6. Your definition of "success" for the proposed program. What do you propose as evaluation criteria for your project that would lead your organization, your target audience or community, and the Truman Heartland Community Foundation to conclude that your project had succeeded?
7. (For new initiatives and operational support proposals) Plans for program sustainability.
8. Financial information:
 - a. Provide a copy of your current fiscal year budget, listing sources and amount of income by applicable categories.
 - b. Provide a copy of an independent financial audit if one has been prepared during the past two years.
9. A current list of your governing body members, i.e. board of directors, board of trustees, etc.

Twelve copies of the full application (except for the audit) must be sent to the offices of the Truman Heartland Community Foundation by the applicable due date.

Funding Decisions

We realize that seeking funding can be a time-consuming process. We remind grant seekers that we are only able to fund a small percentage of the requests we receive. The criteria under which all requests will be evaluated and scored include:

- Organization's mission is compatible with proposed program
- Proposal addresses one or more of THCF's funding priorities
- Proposal responds to needs of target population in SJC
- Is in collaboration with other agencies (documentation required)
- Funding plan leverages other resources
- Proposal has meaningful outcomes
- Proposal has reasonable budget
- Proposal includes realistic plan for sustainability
- Organization has met all reporting requirements for existing programs funded by THCF.

All applicants will be notified about funding decisions in writing by early October. Do feel free to call the office to schedule a visit to discuss the funding decision. We are pleased to explain.

Awards are presented at our Annual Grants Awards Luncheon in November. However, before organizations receive their community foundation funding, a signed and returned Grant Agreement Form must be received by Truman Heartland Community Foundation. This governing document outlines the limits and conditions of funding, under which the grant has been authorized.

Reporting Requirements

Interim Report

Organizations interested in applying for an additional year of funding, must submit an interim report describing meaningful outcomes. This report must accompany the letter of interest for the additional year of funding.

Final Report

All recipient organizations, must submit a written final report to THCF at the conclusion of the program funded, or twelve months from the date of the award. The report should include the following:

1. Expenditure of Grant Funds Received
2. Outcomes and Accomplishments made possible through funding
3. For organizations having received multiple-year funding, please include baseline data and improvements in program delivery made as a result of outcomes monitoring.