

Decatur County Community Foundation
Small Project Grant Policy and Procedures

Small project grants are for those organizations seeking a grant of \$1,500 or less. Organizations seeking the grant should be a 501(c)3 not for profit entity, an, educational institution or a governmental entity. If they are not, the organization must find a qualified agency or entity to act as the fiscal agent.

The grant must demonstrate that it meets one or more of the following categories and criteria:

- Youth and Family Enrichment- The grant should promote or provide for positive growth and development of young people or strengthen families.
- Community Development/Civic Engagement- The grant should demonstrate that it will strengthen the organization's or group's ability to enhance the well-being of the community. It should promote the development of an increased quality of life within the community and foster stronger relationships among individuals or groups.
- Cultural Life- The grant should add to or enhance the variety of artistic and cultural opportunities available to all.
- Education- The grant should demonstrate an ability to help residents gain knowledge and the skills necessary to better themselves either economically or socially. Or the grant could focus on ways to allow citizens to develop skills.
- Health and Recreation- The grant should demonstrate the ability to help residents develop healthy lifestyles.

If a grant falls within one of the above categories, highest priority will be given to:

- innovative programs or projects which could include start-up costs, publicity or specialized equipment
- programs or projects that provide direct services to individuals or groups
- programs or projects that enhance or enable participation by individuals or groups

Lower priority will be given to:

- office equipment or equipment that should be part of the normal budgetary process
- transportation costs
- normal operating costs
- personnel training

In reviewing the grants the following factors will be considered:

- Number of times the organization or entity has applied in the year and its history of receiving grants
- Whether the group has sought out other sources of funding
- demonstrated ability of the organization to complete the project successfully
- Number of people benefitting from the service
- Project or program is implemented in Decatur County or directly serves residents of Decatur County

The following grant applications will not be considered:

- Political activities
- Make-up operating deficits
- Post-event or after the fact situations
- Debt reduction
- Religious organizations for religious purposes

Grant applications will be accepted at any time. Grant application received by the 5th of the month will be reviewed by the Board of Directors by the fourth Friday of the same month.

Grant applications will be returned to the applicant if any item is incomplete.

Decatur County Community Foundation
Small Project Grant

Organization/Group: _____ Tax EIN number: _____

Address: _____

email address: _____ Phone: _____

Contact Person: _____

Signature of Executive Leader: _____

This organization is a 501(c)3: _____ yes (please attach determination letter)
_____ no (attach a signed statement from the organization who will act as your fiscal agent)

Your application addresses: _____ youth & family enrichment _____ community development/civic engagement
_____ cultural life _____ education _____ health & recreation

Project timeline (include start and end date): _____

Briefly summarize your project and how it meets one of the above categories and criteria:

Please list the objectives of your project:

Please describe how you will measure the success/impact of this project:

Who will benefit from this project (include numbers and descriptions):

Briefly describe funding options/plans for this project (list other funding sources, collaborative efforts, in-kind services, etc.) and provide a budget outlining revenue and expense using page 3 of the application.

Amount requested: _____ Total project budget: _____

For DCCF Office use only:

date received: _____ grant number: _____ Board action: _____

terms or condition of grant: _____
