

FAIRFIELD COUNTY FOUNDATION

GRANT GUIDELINES

About the Foundation

The **Fairfield County Foundation**, a community foundation, was established in 1989 in Lancaster, Ohio as a 501(c)(3) not-for-profit corporation to serve the entire community. The Foundation was established in order to afford an opportunity for individuals and others to financially assist non-profit organizations within our community.

The **Fairfield County Foundation** is responsible for both restricted and unrestricted funds. Restricted funds have specific directions, which were given at the time the fund was established, and the Board of Trustees may only approve grants in accordance to the donors' direction. In addition, there are unrestricted and field of interest funds, which may be used to respond to community grant applications.

The **Fairfield County Foundation** encourages 501(c)(3) nonprofit organizations in the Fairfield County area to partner with the foundation in meeting its mission and to apply for assistance through Foundation grants when appropriate. The partnering organization should be located in Fairfield County or be able to demonstrate that a significant number of people or clients served by the organization reside in Fairfield County.

Funding Priorities



Arts and Culture: To preserve and enhance arts and cultural heritage and institutions, expand access to arts and cultural offerings to new audiences, provide creative educational experiences for children and families, and encourage innovation and creativity.



Education: To increase access to learning opportunities for very young and pre-school children, improve primary and secondary education outcomes, expand options for post-secondary education and training, and promote life-long learning.



Family and Community: To support those agencies that strengthen the quality of individual and family life by responding to personal and family emergencies, intervening early when individuals and families are at risk of serious problems, and providing for basic needs when individuals and families cannot provide for themselves. To support youth involvement in activities and for the basic needs of youth. To encourage more efficient use of community resources to coordinate, cooperate and share among organizations. To eliminate duplication of services and to build the capacity of organizations and communities to solve problems.



Environment: To improve and preserve the quality of environmental conditions for current and future generations, preserve and beautify open spaces and gardens, conserve natural resources, and encourage citizen involvement in environmental protection activities.



Health: To improve access to and quality of treatment services, promote health and wellness, and promote the efficient use of healthcare resources.

These descriptions are not meant to provide an exhaustive list of all activities the Fairfield County Foundation will support. We encourage you to call our Executive Director at 740-654-8451 to discuss whether your ideas fit within our guidelines. The Fairfield County Foundation is willing to consider any proposal that could have a major impact on our community, especially if funding is not available from any other source.

What We Look For In An Applicant Organization

The Fairfield County Foundation accepts grant requests from organizations located in Fairfield County and are recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code.

- Established, fiscally sound organization
- Strong governance
- Demonstrated organizational capacity and track record
- Sound short-term and long-range plans

What We Look For In A Proposed Project

- Project feasibility
- Clearly documented community need or opportunity
- Where appropriate, documented evidence of best practices
- Measurable program outcomes and community impact
- Realistic sustainability plan
- Leverage of other financial and in-kind resources

Limitations

There are restrictions on the scope of activities the Foundation is able to support. In general, The Fairfield County Foundation does not *typically* make grants from its unrestricted funds for:

- General operating expenses and salaries
- Individuals
- Religious organizations for religious purposes
- Political organizations or political action committees for political purposes
- Endowments
- Specific scientific, medical or academic research
- Annual fund raising campaigns from existing organizations
- Reimbursement of prior expenditures or to eliminate debt
- Vehicles
- Service organizations or Booster clubs
- National organizations

To discuss your grant request, contact Amy Eyman, Executive Director, Monday through Friday between 9:00 a.m. and 4:00 p.m. at 740-654-8451.

Applying for a Grant

The Grantmaking Process

Our goal is to make the grantwriting process smooth and easy. Nonprofit organizations designated 501(c)(3) by the Internal Revenue Service physically located in and serving Fairfield County are eligible to apply for a grant.

To apply for a grant, please follow these steps:

1. Call the Executive Director of the Fairfield County Foundation to discuss your grant request idea and whether your project appears to fit within the Foundation's guidelines.
2. Submit a completed Preliminary Grant Proposal form by the second Monday in March or the second Monday in August.
3. If our Grant Committee confirms that your project fits within our guidelines and would like to learn more, you will be asked to submit a Grant Application by the second Monday in May or the second Monday in October.
4. The Grant Committee may ask for additional information, an interview or a site visit, if necessary.
5. Final decisions will be made by the Board of Trustees at their July or November meeting.

Grant Terms

Grant awards will be paid as follows: Once you are notified that your grant has been approved, you will be required to accept in written notice. In addition, you will need to submit an invoice or purchase order for items to be purchased. If the grant is not to specifically purchase something, we will need written confirmation from the organization stating that you are ready to move forward with the project and that funds are requested.

Nonprofits that reach the grant application stage may apply only once within any twelve-month period (exceptions may be made in cases where one nonprofit serves as fiscal agent for another).

In general, the Fairfield County Foundation awards grants for one year.

In selected instances, the Foundation will accept requests for multi-year grants up to a maximum of three years. An application seeking multi-year support must meet the following conditions:

1. Demonstrate that multi-year support is essential to the start-up of a new initiative.
2. Demonstrate that the effort will produce specific, measurable outcomes within the agreed-upon time period.
3. Agree to participate in a formal annual evaluation to document and measure the proposed outcomes.

Evaluation

The Fairfield County Foundation evaluates grants in order to be a good steward of the money given by many generous people. Evaluations vary because of type of project and amount granted. The Executive Director will provide an evaluation report form to each nonprofit being awarded a grant through this process.

The Board of Trustees has the right to make exceptions to the funding timelines or grant terms.