

GRANT MAKING GUIDELINES

CLARK AREA COMMUNITY FOUNDATION

- 1. QUALIFICATION.** Purpose of the project should fulfill a community need and preferably involve tangible, measurable items or projects.
- 2. VOLUNTEERISM.** Projects which involve significant and continuous community volunteer support will be favorably considered.
- 3. DISCRIMINATION.** Applications from agencies offering services exclusively to one gender, age group, religion or race will be closely scrutinized for discriminatory practices. Funding will be based on the needs of the individual being served.
- 4. INNOVATION.** The Clark Area Community Foundation funds ongoing, well-established projects as well as innovative projects designed to address existing community needs in innovative ways.
- 5. FUND DISTRIBUTION.** Grant making decisions will be made by the Clark Area Community Foundation Board.
- 6. MULTI-YEAR FUNDING.** Only proposals for one year will be considered by the Foundation board. If projects require more than one year to accomplish the objectives, the applicants should submit a letter with the first year application indicating their intent to request additional years of funding. No guarantee of continued funding will be communicated until subsequent grant applications are reviewed. However, once initiated under Foundation funding, projects with good track record will be considered favorably in subsequent grant decisions. No more than two years (4 times) of sequential grant funding shall be awarded to any one grantee for the same purpose.
- 7. CHALLENGE OR MATCHING GRANTS.** The Clark Area Community Foundation encourages matching funds from all grant applicants. When the Board perceives the need for more local involvement and support of a given project, it may issue challenge grants in any proportion. Funding may be contingent upon acquisition of the required matching money. There may be times when the Clark Area Community Foundation perceives a need in the community is not being met. The Board then may issue a challenge grant or request a

**8. GRANT REVIEW
PROCESS.**

proposal to address that need.

Grant applications will be considered twice each year. The application deadline is April 1st and Oct 1st. Those applications which do not fit the mission of the Foundation, or clearly do not qualify will be eliminated by staff. We may consider application during the interim on emergency bases. Applicants may be asked to present their request to the Board.

**9. COMMUNICATIONS
WITH APPLICANTS.**

All applicants will be informed in writing as to the approval or disapproval of their application.

**10. FINAL EVALUATION
REPORT.**

A follow-up summary along with receipts or proof of purchase, must be submitted to the Clark Area Foundation Board immediately following project completion where Foundation funds were used. Applicants should inform the Board in writing of any significant changes in grant applicant status, organizational status or project implementation information. Any unused funding needs be resubmitted back to the Foundation.