



**JENNINGS COUNTY  
COMMUNITY FOUNDATION**

111 N. State St., North Vernon, IN 47265  
(812) 346-5553  
Email: [kkent@jenningsfoundation.net](mailto:kkent@jenningsfoundation.net)  
[www.jenningscountygives.org](http://www.jenningscountygives.org)

## Community Grant Application

**Legal Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **EIN:** \_\_\_\_\_

**Business Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Executive Director/CEO Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Project/Program Contact (if different from above):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_ **Total Project Cost: \$** \_\_\_\_\_

**Projected Dates of Project:** \_\_\_\_\_

\_\_\_\_\_  
**Executive Director/CEO's Signature**

\_\_\_\_\_  
**Chair or Officer's Signature**

**Thank you for your interest in applying for a community grant from the Jennings County Community Foundation. Please submit your responses and any supporting materials via e-mail to Kelly Kent at [kkent@jenningsfoundation.net](mailto:kkent@jenningsfoundation.net). You can also mail your applications to 111 N State Street, North Vernon, IN 47265. **The deadline for this grant cycle will be June 1<sup>st</sup> and December 1<sup>st</sup>. Should these dates fall on a weekend, please have your application turned in prior to the 1<sup>st</sup>.** Completed application forms may be submitted to the Foundation on an ongoing basis; however, grants will only be discussed at the Foundation's June and December board meetings.**

Please answer the following questions using no more than five pages, single-spaced, in 12-point font, in the order listed. Please restate the question.

1. Please write a concise summary of the proposed project/program including the community needs being addressed by the project and why your organization is qualified to address those needs. Include whom the project will serve and benefit.
2. Describe how the proposed project will help further the organization's overall mission.
3. List any partnering organizations and how they will be helping with the project/program. Provide a letter of support from any partnering organizations if there are any.
4. Are there others in the community working on this issue? What will you do that is better or different? Will you be coordinating with them?
5. List the amount being requested from the Foundation. How will the funds from the JCCF be used? How are you trying to raise money for your project (revenue, in-kind support, donations, special events, fundraisers, etc.)? Please detail money coming from all funding sources, if any.
6. If you do not receive funding from the JCCF, will you be able to move forward with the proposed project/program?
7. Include a budget for your project that reflects all expenses (description and amount) and funding (source and amount) sources. Attach any documentation you feel is relevant to the proposed budget.
8. Besides funding, is there any other support you need to be successful?
9. What information have you collected and/or analyzed to determine the need for and importance of this project/program to the community? Be specific about who will be served and the geographic reach of your project/program.
10. How will the project be implemented? Is there a timetable for the project? Please describe any significant dates. Who will work on the project (paid staff, volunteers, third parties, etc.)?
11. What are the expected outcomes and accomplishments? How will this project add value to the community? Describe the plan and specific sources for future/long-term funding if this is an ongoing project/program.
12. What provisions exist for continuing the project beyond this grant? How will it be financed in the future?
13. How will you measure this project's success and impact? Be specific about your anticipated measurable outcomes. Have you had success with similar projects?
14. Please list the names and amounts from other sources contributing 10% or more of your total budget in the past 2 years. Please also list what percentage of your board supported your organization financially in the last 12 months.

15. Please list any additional information that you believe the JCCF should know that is not covered above.

Please include the following documents (as well as those mentioned above) with your application:

- A list of current members and officers of the governing board.
- Copy of your 501(c)(3) IRS Determination Letter (or using a fiscal agent/fiscal sponsor or if other than a 501(c)(3), please describe).
- Copy of your annual operating budget.
- Copy of your most recent Annual Report.
- Copy of your most recent financial audit.
- Copy of your most recent year-end financial statement; and
- Any additional materials that you believe the JCCF should review.

**Grant Application Certification**

Grant Applicant hereby certifies that the organization does not discriminate on the basis of race, national origin, religion, gender preference, sexuality, age, or disability in its policies, practices, programs, services, or standards for participation in its programs, except to the extent any such program lawfully provides services to a limited segment of the population based on any such factor.

It is expressly understood and agreed that the Jennings County Community Foundation is not a joint participant in, nor provider of, any of the Grant Applicant’s programs or services. JCCF’s role in Grant Applicant’s programs and services is limited solely to making grants, if its Board of Directors approves and votes, and assuring that grants are administered in accordance with the terms of the approved application. The Grant Applicant represents and warrants that it will use all granted funds in accordance with applicable laws. Grant Applicant agrees to indemnify and hold JCCF harmless from any and all liability imposed on JCCF based on any conduct or omission occurred in connection with a program or service of Grant Applicant for which JCCF has provided a grant.

Grant Applicant certifies that to the best of his/her knowledge and belief that statements in this application are true and correct; that the document has been duly authorized by the governing body of the applicant; and that the applicant will comply with applicable laws, regulations, terms, and conditions in effect at the time of the grant.

Grant Applicant understands that the Jennings County Community Foundation in evaluating this grant application may, if it deems appropriate, review any and all of the information submitted as part of this request with advisors of the JCCF’s choosing.

\_\_\_\_\_  
**Executive Director/CEO Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair or Officer’s Signature**

\_\_\_\_\_  
**Date**

**Endorsement by Board Chair**

The Jennings County Community Foundation requests that the Board Chair/President approve the submission of the Community Grant Application. If the grant is awarded, the Board Chair/President on behalf of the grantee board agrees:

- To oversee the management of the project/program.
- That the grant funds are used as stipulated, and any unused funds are returned; and
- That a grant report from the grantee board is submitted at the end of the project/program or within a reasonable time after being requested by the JCCF to provide a grant report.

\_\_\_\_\_  
**Chair or Officer’s Signature**

\_\_\_\_\_  
**Date**