

**POLICY STATEMENT AND PROCEDURES
OF
UNRESTRICTED AND FIELD OF INTEREST
GRANT APPLICATIONS
FOR THE
WAYNE COUNTY, INDIANA, FOUNDATION, INC.**

I. MISSION

The Wayne County, Indiana, Foundation, Inc. exists to foster and encourage private philanthropic giving, to enhance the spirit of community and to improve the quality of life in the Wayne County, Indiana area now and for future generations. We encourage applications from all parts of Wayne County. Our grant policies conform to this objective.

II. DONOR WISHES

Unrestricted gifts are always welcome, for they enhance the ability of the Foundation to respond to changing community needs. The income from such gifts provide funds over which the Foundation has distributive discretion.

All gifts designated for a specific purpose or field of interest will be administered in conformity with the wishes of the donor, whether the gift is made by formal or informal instrument.

In making grants, the foremost concern of the Foundation is the desire of the donor, subject to any legal restrictions which may be imposed.

III. FOUNDATION TAX STATUS

The Foundation is approved as a 501(c)(3) publicly supported community foundation by the IRS. All gifts and bequests to the Foundation are tax deductible.

The Foundation appreciates that gifts to charitable, educational, scientific and cultural organizations have contributed significantly to the welfare of our nation, and that our tax laws are designed to encourage such giving.

The Foundation is guided by IRS regulations in its grant procedures and in the conduct of its general affairs.

IV. ELIGIBILITY

Grants will be made primarily to established organizations already serving the Wayne County community or administered through existing entities. In most cases, the programs of such organizations will reflect the concerns of community leadership. Normally grant commitments by the Foundation will be for one year only.

In special circumstances grants may be made to individuals who are residents of Wayne County. However, such grants will be distributed on a basis which reflects a strict arms-length relationship between any grant recipient and any member of the Foundation board of directors or staff. For example, the recipients of Foundation-funded scholarship grants shall always be selected by an Honors and Awards Committee made up of faculty members and/or administrators of the appropriate academic institution, or an equivalent selective body.

V. SIMPLICITY OF APPLICATION

The Foundation intends to keep grant application procedures as simple and straightforward as possible.

Please address the following items and submit them in this order:

1. Completed application cover.
2. Grant application must include but not be limited to the following:
 - a. Statement of need
 - b. Project description
 - c. A brief description of the applicant's history, purpose, and population served
 - d. A plan to evaluate the success or effectiveness of proposed project
3. Project budget.
4. A copy of IRS 501 (c) (3) determination letter.
5. Year end financial statement, audit or financial review.
6. Copy of most recently completed financial statement & balance sheet.
7. List of Board Members with addresses.
8. Evidence of Board approval of application.

Attachments such as letters of support and samples of publicity may also be included, but are not required.

The Foundation encourages applicants to seek additional funding from other sources by using matching and challenge grants. The Foundation also encourages applications which are change-oriented and problem-solving, with emphasis on "seed" money or pilot project support, rather than for ongoing general operating support.

Applications should be directed to the Wayne County, Indiana, Foundation, Inc., 33 South 7th Street, Suite #1, Richmond, Indiana, 47374-5423.

VI. GENERAL POLICY CONCERNING GRANTS AWARDED FROM UNRESTRICTED INCOME

The Foundation has more interest in proposals which have some or all of the following characteristics:

Address a community problem or special project of some significance not covered by the regular budget for which funding is needed.

Present an innovative and practical approach to a community problem or project.

Set forth a work plan which shows an ability to achieve the project's goal.

Estimate the number of people to be involved or affected by the project.

Identify the sources of possible future funding if the project is to be an ongoing one.

Give evidence of the qualifications and stability of the organization applying.

Generally, the Foundation will not support the following grants from Unrestricted funds:

- Annual Fund Campaigns and/or Operating Funds.
- Operating or capital debt reduction.
- Religious purposes.
- Grants to individuals.
- Grants for travel purposes.
- Services commonly regarded as the responsibility of government such as fire and police protection.
- Public school services required by state law.
- Standard instructional or regular operating costs of non-public schools.
- Repeat funding of projects previously supported in recent grant periods.

Currently, there are field-of interest funds to support the following areas:

Mental Health/Special Needs Therapy
Delinquency Prevention
Animal Welfare
Environmental
Performing & Visual Arts

Literacy
Child Abuse Prevention
Senior Citizens
Historic Preservation
Cancer Research/Care

The Foundation has a geographic limitation that all grants shall benefit projects and programs for the people of Wayne County, Indiana.

Legal requirements forbid staff, board members and their families from profiting financially from any grant. Beyond that all persons actively connected with the Foundation will consistently strive to avoid self-interest in the processing and disposition of grant requests.

VII. THE GRANTMAKING PROCESS

Applications are reviewed and acted on three times a year. Deadline dates are announced in the local media. These dates are typically April 1, August 1 and October 1 each year. Applicants must submit their application by 5:00 p.m. on the deadline. New grant applications from a past grantee will not be considered if their Grant Use Report form has not been submitted for a previous grant. Grants may be made to previous grantees, however, in a competitive situation with grants of equal value, preference may be given to applicants that have not received a recent grant. **One original and four copies of the proposal must be provided.** The Foundation staff will review the grant request and contact the applicant for any additional information needed or any clarification of the project. In some instances, staff will make a "site visit" to the applicant.

The applicant may call the Foundation staff for assistance in preparing or revising a grant request at any time.

After staff reviews and summarizes, all applications are sent to the Foundation's Grant Committee. The Grant Committee will make their evaluations and forward their funding recommendations to the Board of Directors at its next regular meeting. The Foundation then informs each applicant by letter of the Board's decision including any conditions placed on a grant.

The grantmaking process takes approximately six weeks following the deadline for proposal submission.

VIII. IN SUMMARY

The Foundation encourages grant requests from all segments of the Wayne County community and will consider all requests fairly and impartially.

The Foundation belongs to the Wayne County community. The Foundation will maintain a constructive, supportive and harmonious relationship with the community.

The Foundation believes it should fund that which needs doing, but which others cannot or will not fund. The Foundation will achieve this goal as the resources increase.

Adopted 12/8/00