

Our mission is to lead, serve and collaborate
to mobilize enduring philanthropy
for a better Arizona.



Arizona Community Foundation of Cochise

Grant Guidelines & Application Questions

Application Available: 9:00am, April 9, 2018

Application Close Date: 5:00pm, May 7, 2018

Introduction

The Arizona Community Foundation of Cochise including the Douglas Area Community Fund and the Northern Cochise Fund are seeking applications in key areas of community need from 501(c)(3) non-profit organizations. Schools and other government entities are also eligible. The Arizona Community Foundation of Cochise is an endowment organization that connects community needs to donors who have a passion for meeting those needs. We are an affiliate of the statewide Arizona Community Foundation (ACF) and we serve Cochise County. Since our inception in 1993, the Arizona Community Foundation of Cochise has developed 35 separate funds with assets in excess of \$ 8,800,000. Over the past decade, the Arizona Community Foundation of Cochise has awarded some \$7,500,000 to Cochise area nonprofit organizations, schools and municipalities serving local needs.

The Arizona Community Foundation of Cochise encourages proposals that:

- Leverage matching funds
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization
- Support direct services projects
- Support capital and/or program projects
- Support one-year and/or renewable funding proposals
- Support direct costs associated with carrying out the program, such as staff salary/wages, project management, marketing, consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. will be allowed. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.

The Arizona Community Foundation of Cochise, DACF and NCF will be accepting proposals that benefit and support:

- **Bob Holcombe Fund for Educational and Vocational Success:** Established in March of 1999 to support at-risk students pursuing education in Cochise County. Consideration will be given to any program or project which provides support for the educational and/or vocational success of Cochise County residents who may be at risk of not graduating from high school. Preference may be shown to programs or projects which provide in-person assistance to students in grades 7-12 and college level vocational education students in their first year, in their efforts to obtain a vocational education and a high school diploma, with an emphasis on support for students who may be at risk of not graduating from high school.
- **Borderlands Fund:** Established in March of 2011 to improve quality of life in Cochise County by investing in projects that may also provide benefit in Mexico.
- **Cochise Arts and Culture Fund:** Established in 2012 to support arts, culture and historic preservation in Cochise County.
- **Cochise Community Foundation General Endowment Fund:** Established in December of 1998 to support programs and services for the residents located in the geographic area of Cochise County in Southeastern Arizona.
- **Cochise Environmental Fund:** Established in December of 1999 to benefit organizations whose purpose it is to address environmental issues and environmental education in Cochise County. Grants from this fund will be used to support, nurture and initiate programs which further environmental causes and education.
- **Cochise Health and Wellness Fund:** Established in July of 2011 to support health and wellness programs that address physical and mental health needs.
- **Cochise Lifelong Learning and Literacy Fund:** Established in December of 1998 to benefit organizations whose purpose it is to promote lifelong learning and literacy including, but not limited to, support of programs encouraging adult/parent computer literacy; Spanish/English language programs; mentoring programs; skill development programs; early childhood development programs and other programs that support border issues in Cochise County.
- **Cochise Veterans Fund:** Established in March of 2012 to provide a permanent source of funding dedicated to the needs of Cochise veterans and their families.
- **Douglas Area Community Fund:** Established in April of 2007 to support programs and services for residents located in Douglas, Double Adobe and McNeal.
- **John Lawrence Kurdeka Fund for the Environment:** Established in October of 2008 to support environmental education and outreach; preservation and restoration of habitat and wildlife in Cochise County.
- **Northern Cochise Fund:** Established in September of 2009 to serve the Sulphur Springs and San Simon Valleys in Northern Cochise County; specifically the communities of: Bowie, Cochise, Dos Cabezas, Dragoon, Pearce, San Simon, Sunsites, and Willcox.
- **Science, Math and Technology Innovation Fund:** Established in September of 1999 to benefit public school teachers throughout Cochise County whose purpose is to teach, to organize classroom projects or to continue their own education in Science, Mathematics and Technology by using or learning innovative methods in these curriculum.

Funding Request Range

Proposals may be submitted for a minimum of \$250 to a maximum of \$5,000. Total available funding will depend in part on funding amounts from the Foundation's Field of Interest funds.

Eligibility Requirements

- Any Arizona 501(c)(3) organization, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service delivery based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- Organizations are required to have a completed and visible profile on ACF's website: www.azfoundation.org. Incomplete organizational profiles will result in the immediate declination of your application.
- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.
- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.
- Update your browser. Google Chrome is the recommended browser. You can download Chrome here: <https://support.google.com/chrome/answer/95346?hl=en> . If you would prefer to use another browser, please download Mozilla Firefox or update to the current version of this program. You can do that here: <https://support.mozilla.org/en-US/kb/update-firefox-latest-version> . We do not recommend using Internet Explorer.
- Add no-reply@gdg.do to your contact list to ensure automated messages generated by online grants system do not end up in spam.
- Download the latest version of the grant guidelines and questions by clicking the Preview link above.

What If...

- Situation 1: My organization is a **stand-alone organization**? You may submit one application. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- Situation 2: My organization is a **chapter of a broader organization**? You may submit one application *per chapter*. You may submit another if, and only if, you are collaborating with another organization.

- If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
- If several chapters are applying for the same project, please treat it as a collaborative application.
- Situation 3: My organization is a **school district or a school within a district**? You may submit one application *per school*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
 - If several schools are applying for the same project, please treat it as a collaborative application.
 - A district may apply separately for projects separate from those applied for by its schools.
- Situation 4: My organization is a **government or tribal entity, or a university**: You may submit one application *per department*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
 - If several departments are applying for the same project, please treat it as a collaborative application.
 - A government or tribal agency, or university may apply for projects separate from the projects of its individual departments.
- Situation 5: My organization is a **fiscal sponsor for other organizations**. You may submit one application *per sponsored organization*. You may submit another if, and only if, you are collaborating with another organization.
 - If you would like to submit a second application on behalf of a collaborative group of organizations, submit only one application per project. This means choosing just one organization to submit the collaborative application.
 - A fiscal sponsor may apply for projects separate from the projects of its sponsored organizations.

Timeline for 2018 Grant Making

- Grant Writing Workshops
 - Monday, April 2, 2018 – Douglas, AZ at 10:00am
 - Tuesday, April 3, 2018 – Willcox, AZ at 10:00am
 - Thursday, April 5, 2018 – Sierra Vista, AZ at 10:00am
- Grant Cycle opens – April 9, 2018
- GRANT DEADLINE: Applications are due May 7, 2018 at 5:00pm; no exceptions.

- Arizona Community Foundation of Cochise Advisory Board will make final recommendations on July 12, 2018
- Grant awards and decline letters out by July 23, 2018
- The Arizona Community Foundation of Cochise Grant Celebration – September 6, 2018
- The Arizona Community Foundation of Cochise grantee visits – Spring 2019
- If funded, Final Report* Due by September 6, 2019

*Final reports are expected to include a grant impact story and photographs. Please see Printable Guidelines & Instructions at the top of this page for specific final report questions.

Grant Deadline

Proposals must be submitted online by 5:00pm on May 7, 2018. No exceptions.

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process and ratified by the Arizona Community Foundation of Cochise Advisory Board. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.

- Proposals are reviewed and evaluated by peer grant committee panels, comprised of volunteer community leaders, Advisory Board members, who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/organization enhances collaboration with other community organizations and/or agencies.

How to Apply Online

If your organization has an ACF profile:

Go to the Arizona Community Foundation's grants page on their website at www.azfoundation.org/grants Profiles **must** be updated every year.

If your organization does not have a registered ACF profile:

If your organization needs to be registered, please go to www.azfoundation.org/grants to sign up. Once you are registered, you may begin the application process by starting a new application. You may also edit organizational information once you have logged in and attached your organization to your profile.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-682-1400.

Tips for Submitting

All users will be required to update and complete their organizational profile before being able to submit any grant application.

- Do not wait until the deadline date to apply.
- During the last week of any grant cycle's duration, you will have limited access to ACF technical

support.

- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- There are new fields in the organizational profile to complete. Be sure to update and complete the profile before submitting your proposal.
- Narrative responses are limited to the maximum word count. You do not have to use all the words. Only provide information that is pertinent.
- Be sure to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.

How to Get Help

Due to the high volume of calls and inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle's duration, you will have limited access to ACF technical support.

Please contact Colin Shannon to discuss any part of the grant application process at cshannon@azfoundation.org or 520-505-3678.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

Proposals will be reviewed and evaluated by a panel comprised of local, volunteer community leaders using the following rubric. Please feel free to use this rubric as a reference when preparing your application.

Grant Reviewer Rubric

Criteria		Measure	Weak		Average		Strong
Purpose of Grant	Situation/ Community Need	Defined need is a priority or urgent issue in the community.	1	3	5	7	10
		Application activities clearly address the articulated need.	1	3	5	7	10
		Application targets underserved populations; the estimated size and range of population directly served by application is meaningful and appropriate.	1	3	5	7	10
	Application Design	Application is in line with the applicant's mission statement and has a distinct focus, format and objective.	1	3	5	7	10
		Activities, timetable, and goals are clear and well thought out.	1	3	5	7	10
		Appropriate resources (personnel, funding, time) are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact or leverage resources.	1	3	5	7	10
Results/ Evaluation		Evidence is provided that indicate the program will achieve the desired results.	1	3	5	7	10
		Results are significant and can be demonstrated.	1	3	5	7	10
Community Support		Diversity of funding sources (financial backing, in-kind support, and/or volunteer support from the community) indicates that application is sustainable.	1	3	5	7	10
Financial Indicators		The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.	1	3	5	7	10

Pre-Qualifying Questions

- Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF's website: www.azfoundation.org? Incomplete organizational profiles will result in the immediate declination of your application.
- The organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- Is your organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.
- I have downloaded the latest guidelines and questions document, available by clicking on the Preview button above.
- Have you updated your browser? We recommend using Google Chrome or the most updated version of Firefox. Please check the grant guidelines, which you can download by clicking on the Preview button above, for more information. It is not recommended that you use Internet Explorer.
- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.
- My organization has current tax exempt status. Applications from organizations with a non-exempt status at the time of submission will be declined.
- I understand that, if funded, a report on expenditure of funds will be due approximately one year from the funding date. I will receive notification of this date, and instructions for completing this report, through email. Should I not receive this notice, I will contact ACF for instructions.

Grant Application Questions

Project Overview

1. Project Name
2. Requested Amount
3. Total Project Amount

Project Details

4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Word Limit- **200**)
5. Please provide a minimum of one and as many as six of the intended outcomes you plan to accomplish with this proposed project. Each outcome should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18. Note: For final reporting purposes, you will be asked to provide actual outcomes (the results) that reflect the degree to which the goals you established have been realized. (Word Limit- **200**)

Narrative

6. Describe in two or three sentences what you will do with the funds (Word Limit – **50**) Note: It is important to be aware that these descriptive sentences may be used in marketing collateral and publicity if awarded funding.
7. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – **300**)
8. Please select the ACF Philanthropic Agenda area that best describes this application’s primary focus:
 - Quality Education
 - Health Innovations
 - Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs)
 - Arts & Culture
 - Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)
9. In the box below, please enter the fund(s) your organization will be applying for (Please see the guidelines for a description of each fund).
10. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Word Limit - **100**):
11. Are there any known industry standards? Yes/No

12. If yes, please describe the known industry standards. (Word Limit - **200**)

13. Please indicate if this is a new project, a project expansion or a continuing project.

14. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Word Limit - **200**)

15. Please select the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outcomes.
 - Annual Polling
 - Focus Groups
 - Pre and Post Interviews
 - Pre and Post Surveys
 - Other

16. Describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outcomes (i.e., pre and post surveys, annual polling, focus groups, etc.). (Word limit – **200**)

17. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize and prioritize the components and corresponding costs. (Word limit – **200**)

The Arizona Community Foundation allows for multiple applications to be submitted through this funding opportunity under certain circumstances. Please review the "What If" section of the guidelines for this grant cycle for an explanation of these circumstances and to be able to answer the following question.

18. Are you submitting this application as a lead organization on behalf of a collaborative group that will share any forthcoming grant funding provided through this process? If so, type Collaboration in the box below. OR, Are you applying as a single organization (that may or may not be working with collaborators) that will be not be sharing any forthcoming grant funding provided through this process? If so, please type Single in the box below.

19. Select the demographic populations, such as the age group, race, gender, socio-economic status and geographic location of the target population you intend to serve (Select all that apply).

Ages:

- 0 – 5
- 6 – 17
- 18 – 25
- 26 – 65
- 65+
- N/A

Race/Ethnicity:

- African American or Black
- Asian/Pacific Islander
- Hispanic or Latino
- Native American/Indigenous
- White
- Other
- N/A

Gender:

- Female
- Male
- Both
- N/A

Socio-Economic:

- Below Poverty Level
- Homeless
- Working Poor
- Unemployed
- N/A

Disabilities:

- Ambulatory Disability
- Developmental Disabilities
- Diseases/Illnesses
- Hearing Disability
- Learning Disabilities
- Mental Disability
- Other Physical Disability
- Self-Care Disability
- Visual Disability
- N/A

Populations:

- Animals
- Children & Youth
- Crime or Abuse Victims
- Environment
- Faith Based
- Immigrants & Refugees
- LBGTO
- Offenders & Ex-Offenders
- Older Adults
- Single Parents
- Substance Abusers
- Veterans & Military
- N/A

Location:

- Apache County
- Cochise County
- Coconino County
- Gila County
- Graham County
- Greenlee County
- La Paz County
- Maricopa County
- Mohave County
- Navajo County
- Pima County
- Pinal County
- Santa Cruz County
- Yavapai County
- Yuma County
- State-wide
- Multiple States
- Nationwide
- N/A

Documentation

21. In the upload area below, you may add up to **two** additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc.

Interim Progress Report

22. Was your organization awarded Arizona Community Foundation of Cochise grant last year? If yes, please answer the following questions. If no, please scroll to the bottom of the page and select Save &Continue.
23. Describe in two or three sentences what you did with the funds. (Word Limit – 50)
24. **Challenges:** List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes. (Word limit – 200)
25. **Future Funding Strategy:** What is your future funding strategy to continue the program and/or the organizational work the funding supported? (Word limit – 200)
26. **Impact Story:** If possible, please share how a life or community was changed by the program. (Word limit – 250)
27. In the space below, please discuss any deviance between proposed and actual budget.
28. Please provide a minimum of one and as many as six of the intended outcomes you planned to accomplish with this funded project. Be sure the outcomes are clear, measurable, significant, demonstrable and well thought out. Please provide evidence that the methods you are using will achieve the desired results, and that you have the resources necessary to track and measure the outputs and outcomes. **Please provide the outcomes that have been realized so far.**

Project Budget

29. The project budget you include should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.
2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.
3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

Use of Grant. The Grantee shall use the grant only for the project and in accordance with the proposal and budget previously submitted to and approved by The Arizona Community Foundation. The Grantee shall not make any significant change in the project without the prior approval of The Arizona Community Foundation. At the end of the grant period, the Grantee shall promptly return to The Arizona Community Foundation any unused portion of the grant.

Reports. The Grantee shall submit written reports on the accomplishments of the project as well as an accounting of expenditure of grant funds. Reporting and documentation required by The Arizona Community Foundation shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Arizona Community Foundation with copies (if available) of any press releases, photographs and published material about the grant and the work it made possible.

Meeting Requirement. The Grantee may be asked to attend a meeting at the Arizona Community Foundation, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place at the meeting. A site visit to review the progress of funded projects will also be conducted.

Publicity. You will allow the Arizona Community Foundation (ACF) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. ACF may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in ACF's periodic public reports, newsletters, news releases or any other printed materials distributed by the Community Foundation. Please ensure that all publicity (including printed material, press releases and Web sites) states "partial funding provided by the Arizona Community Foundation" If you require an electronic copy of ACF's official logo please contact the Marketing/Communications department at the Community Foundation.

Retention of Records. The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to The Arizona Community Foundation at reasonable times upon The Arizona Community Foundation's request.

Revocation of Grant. The Grantee must return all unexpended grant funds immediately upon request by The Arizona Community Foundation if (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the "Code" and is classified as other than a private foundation under Section 509(a) of the Code.

Grant Does Not Create a Partnership. The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between The Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this project.

Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to The Arizona Community Foundation immediately.

Important Definitions

Capacity Building Grant - Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

Capital Campaign - A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

Challenge Grant - A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

Community Foundation - A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

Community Fund - A community fund is a local “savings account” where charitable donations are collected to serve a broad array of needs within a defined geographic area. Community funds are endowments—permanent funds in which the principal is invested, with a portion of the returns awarded locally as grants and scholarships. The Fund continues to grow forever, creating a permanent source of financial support for local needs. Community funds are developed by local citizens and built with gifts from many people, corporations and service organizations. They are guided by a local advisory panel that is empowered to award grants.

Fiscal Agent - a nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

Form 990/Form 990-PF - The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at www.guidestar.com.

Funding Cycle - A chronological pattern of proposal review, decision making, and applicant notification.

Grant - An award of funds to undertake charitable activities.

Grant Application - The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and application questions.

Grant Proposal - The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in grants review. Once saved, it can be accessed through the organizational profile.

Grantee - The individual or organization who/that receives a grant. Grantees for Community Foundations funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.

Nonprofit Organization - a legally constituted organization that is classified by the IRS as a 501(c)(3), nonprofit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

Operating Support - A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

Philanthropy - Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

Post-grant Evaluation - A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

Seed Money - A grant or contribution used to start a new project or organization.

Site Visit - Visiting a grantee organization at its office location or area of operation, or meeting with its staff, directors, or recipients of its services.

Grantee Final Report

Due by September 6, 2019

All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

Organization:

Project Name:

Requested Amount:

Person Submitting Report:

Contact Phone & Email:

Grant Amount:

Project Summary:

Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

Project Narrative

1. Describe in two or three sentences what you will do with the funds
2. Please select the fund(s) your organization will be applying for (Please see the guidelines for a description of each fund):
3. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – 300)

Did you accomplish this?

Additional Comments.

4. Please select the ACF Philanthropic Agenda area that best describes this application's primary focus: - a. Quality Education - b. Health Innovations - c. Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs) - d. Arts & Culture - e. Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)

Did you accomplish this?

Additional Comments.

5. Select the demographic populations, such as the age group, race, gender, and socio-economic status of the target population you intend to serve (Select all that apply).

Did you accomplish this?

Additional Comments.

6. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.

*Did you accomplish this?
Additional Comments.*

- 7. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.**

*Did you accomplish this?
Additional Comments.*

- 8. Please provide a minimum of one and as many as six of the intended outcomes you plan to accomplish with this proposed project. Each outcome should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outcomes (the results) that reflect the degree to which the goals you established have been realized.**

*Did you accomplish this?
Additional Comments.*

- 9. Please also describe at least one evaluation process or method(s) you will use to measure your progress in order to determine the degree to which annual polling, focus groups, etc.)**

*Did you accomplish this?
Additional Comments.*

Project Budget

- 10. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.**

How were the funds from this grant actually used--demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

*Did you work within the budget?
Additional Comments.*

- 11. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others?**

*Did you accomplish this?
Additional Comments.*

12. *List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren't aware of.*
13. *List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.*
14. *What is your future funding strategy to continue the program and/or the organizational work the funding supported?*
15. *Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. We want to share the good news of your great work!*
16. *Do you have any other comments or important information to share?*