



# COMMUNITY FOUNDATION OF NORTHWEST MISSISSIPPI GRANT GUIDELINES

## **GOAL AND PURPOSES OF THE COMMUNITY FOUNDATION COMPETITIVE GRANT PROGRAM**

The Community Foundation of Northwest Mississippi (Community Foundation) makes grants for innovative programs, projects and activities that help the Community Foundation accomplish its mission of ***connecting people who care with causes that matter.***

The Community Foundation Grants program provides strategic investments in programs, projects and activities that fall into the Community Foundation's focus areas of **youth, education, and health**. The Community Foundation places a special emphasis on education and health of its children and youth within the communities it serves.

## **ELIGIBLE APPLICANTS**

**Geographic Area:** Applicants for funding from the Community Foundation Grant program must be located in or directly serve all or part of one of the following Mississippi counties: Bolivar, Coahoma, DeSoto, Leflore, Marshall, Panola, Quitman, Sunflower, Tallahatchie, Tate, Tunica. All programs, projects and activities for which funding is sought must also take place within this geographical area.

**Types of Applicants:** Grant support is available to nonprofit organizations with current tax-exempt status under Section 501(c)3 of the IRS code, churches, units of government (including schools), public and private institutions of higher learning and institutes or research centers at such institutions, and federally-recognized Indian tribes. Nonprofit organizations must also be in compliance with the Mississippi Secretary of State's regulation and reporting requirements.

## **SUBMISSION REQUIREMENTS**

- Applications must be complete and submitted in a timely manner as listed in these guidelines and instruction for applicants and in the application form.
- Each application must be signed by the appropriate individuals with the authority to submit such application.
- Applicant eligibility and authority to submit the application must be confirmed.
- All grant-supported activity must take place within the boundaries of the Community Foundation service area.



## **ELIGIBLE ACTIVITIES**

It is the goal of the Community Foundation to support programs, projects and activities relating to the three focus areas (youth, education and health) and which fall into one of the listed Community Foundation's Endowments listed below.

Seed grants for new and innovative projects and programs will be considered, as well as projects and programs that expand the ongoing work of an organization.

The Community Foundation's Grant Program includes the following endowments from which all competitive grants are funded:

## **AVAILABLE GRANT PROGRAMS**

- 1. Endowment for the Future of Northwest Mississippi** will provide support for programs, projects and activities in the Community Foundation's three Focus Areas with suggestions below:
  - **Health.** Examples: sustainable food systems such as: support for farmers' markets, community gardens, mobile food market, healthy-food convenience stores.
  - **Active Living.** Examples: bike lanes, walking trails, parks
  - **Education / Youth.** Examples: cultural / historical education, arts education, youth leadership programs, after school mentoring / tutoring programs
  
- 2. The Early Childhood Education Endowment** grants funds for early childhood education programs including:
  - Excel By 5 program support in the 11-county region
  - Seed funds for Candidate and Certified Excel By 5 communities
  - Support for communities seeking Dolly Parton Imagination Library
  - Baby University
  - First Regional Library's Words on Wheels (Mobile Library) to pre-school facilities
  
- 3. Placed-Based Learning & Civic Entrepreneurship Endowment** grants funds for the purpose of teaching and learning using the local environment and community as the context for learning. Place-Based learning focuses on utilizing local resources as teaching tools. It is designed to improve students, educators, local citizens, and policy makers to be lifelong learners and agents of positive change with local places – as well as the larger world – as their classroom.
  
- 4. Technology and Education Endowment** grants are awarded to nonprofits organizations for purposes including: technology camps and workshops, innovative technology workshops for students outside their regular classroom, train the trainer events, entrepreneurship support



utilizing EverFi, ways to use technology to advance learning and early childhood learning through technology

- 5. Tom Brokaw Endowment for Delta Health** will have funds available in January 2018 for granting to organizations in the Delta working to improve health.

### **INELIGIBLE ACTIVITIES**

- No funds from the Community Foundation Grants Program may be used to acquire any interest in real estate property.
- No funds from the Community Foundation Grants Program may be used to support capital campaigns, endowment funds or scholarship funds.
- No funds from the Community Foundation Grants Program may be used to influence legislation (within the meaning of Section 4945 (d) (1) of the IRS Code or to influence the outcome of any specific public election.
- The Community Foundation Grants Program will not provide general operating support (overhead, administrative expenses) to any applicant; all funds must be committed to specific purposes, projects and activities that address the Foundation's focus areas.
- The Community Foundation Grants Program will not provide general operating support for existing annual or other regular community festivals or events.

### **GRANT AWARD INFORMATION**

**Funding Available:** Funding for all competitive grants is made available through the annual spendable from each endowment (as listed under Eligible Activities).

**Size of Grants:** Grants generally range from \$1,000.00 to \$20,000.

**Cost Sharing or Matching Requirements:** The Community Foundation Grant Program does not normally require a match for the Community Foundation dollars funded. On occasion, the Community Foundation will grant funds as a Challenge Grant requiring that the organization raise the additional funds for the program, project or activity before the Community Foundation funds are issued. While a match is not required, the Grants Review Committee likes to see a commitment with other funders and/or in-kind support.

### **APPLICATION AND SUBMISSION INFORMATION**

**Availability of Application and Guidelines/Instructions:** Applications are available for downloading at [www.theCommunityFoundation.org/grants](http://www.theCommunityFoundation.org/grants) . Applications can also be emailed by contacting [grants@theCommunityFoundation.org](mailto:grants@theCommunityFoundation.org).



**Deadlines:** There are four (4) funding cycles for the THE COMMUNITY FOUNDATION Grant Program:

- February 1
- May 1
- August 1
- November 1

**All applications and attachments must be received in the Community Foundation’s office no later than 5 p.m. CT on the deadline date. APPLICATIONS WILL NOT BE REVIEWED IF RECEIVED AFTER DEADLINE.**

**Method of Submittal:** Applications and attachments can be received by email at [grants@cfnm.org](mailto:grants@cfnm.org) or by fax (662) 449-5006. If faxed or emailed, the Cover Page must be mailed with original signatures to The Community Foundation 315 Loshier Street, Suite 100, Hernando, MS 38632.

**Format and Copies:** The original application should be submitted. Forms provided with the application packet must be used. Narrative sections can be on standard letter-size paper, with one-inch margins and standard 12-point fonts limited to three (3) pages. The name of the applicant and title of the project should appear on each page of the narrative, and pages of the narrative should be numbered.

## **APPLICATION REVIEW PROCESS**

**Initial Review:** Each application will be reviewed by program staff to determine eligibility for support and whether the stated requirements are met. Only those meeting the eligibility and requirements will be considered for support. Notice will be given by mail or e-mail within 10 business days to those applicants not meeting eligibility and/or requirements.

**Evaluation and Ranking:** All applications deemed eligible for support will be reviewed by the Community Foundation’s Grants Committee and ranked according a Scoring Rubric with scores tabulated by program staff. The Grants Committee meets on a quarterly basis which coincides with the listed deadlines. The Grants Committee will recommend each application reviewed for recommendation to the Community Foundation Board for approval, denial, or to table for further consideration.

**Ranking Factors:** Each application shall be ranked on the Scoring Rubric according to the following factors: alignment with the three (3) focus areas and soundness of plan of work and project design (25 points); target population to be reached including age and numbers along with measurable results (25 points); reasonableness of budget and budget narrative, other sources of funding, funding of project, program or activity beyond the Community Foundation funding (25 points); sustainability of program and collaboration/partnerships, ability to complete project within the one-year timeframe (25 points).



## **Grant Awards and Requirements**

**Grant Awards:** The Community Foundation Board of Directors will make the final decision(s) on grant awards during their quarterly scheduled meetings. The Board reserves the right to allocate funds in amounts less than those requested in the application.

**Grant Agreements:** A Grant Agreement will be mailed to each applicant awarded. Grant Agreements will include all reporting requirements and applicable administrative policies, including those on the promotion of grant supported activities. Grantees may contact the office of or email [grants@cfnm.org](mailto:grants@cfnm.org) to ask questions or schedule grant presentations. **NO GRANT CHECKS WILL BE ISSUED UNTIL THE SIGNED GRANT AGREEMENT IS RETURNED TO THE COMMUNITY FOUNDATION.**

**Payment of Grants:** Grant payments will be made as Grant Agreements are returned. If the grantee is issued a Challenge Grant, payment will be made as the challenge is met.

**Award Credit and Recognition:** Grantees are required to acknowledge the support of the Community Foundation and can include the Community Foundation's logo on printed documents and materials. To obtain the Community Foundation's logo, call the office at 662.449.5002 or email [grants@cfnm.org](mailto:grants@cfnm.org).

**Site Visits:** All funded projects are subject to site visits by the Community Foundation staff and/or board members during the grant period.

**Reports:** Each grantee is required to submit a six-month report (due six-months from the date on the Grant Agreement) and a final report due one year from the start of the grant. One copy of each report is required and can be submitted to [grants@cfnm.org](mailto:grants@cfnm.org), or mailing it to 315 Loshier, Suite 100, Hernando, MS 38632 or by fax at 662.449.5006. Applications, guidelines and reports can be found at [www.cfnm.org](http://www.cfnm.org)

**IF REPORTING REQUIREMENTS ARE NOT MET, THE ORGANIZATION MAY NOT BE CONSIDERED FOR FUTURE GRANTS.**

## **AGENCY CONTACT INFORMATION**

Questions concerning these regulations and guidelines should be directed to: The Community Foundation of Northwest Mississippi, 315 Loshier Street, Suite 100, Hernando, MS 38632; phone 662.449.5002; email [grants@cfnm.org](mailto:grants@cfnm.org).

