



Community Fund 2017 Grant Guidelines

Park City Community Foundation (PCCF) is a nonprofit community foundation committed to strengthening our community through collaborative giving and action. To this end, PCCF awards grants to local nonprofit organizations involved in arts and culture, education, sports and recreation, children and families, health and human services, youth services, conservation and environment, minority programs, and other community-based efforts. PCCF will provide program/project, general support, research, demonstration, capacity building and matching grants.

Our business practices and decisions are led by our values:

Partnership – answering community needs by convening donors, nonprofits and other partners

Professionalism – creating a culture of data-driven decision-making, performing in an efficient and transparent manner to validate trust of our donors, our partners and the community

Leadership – proactively addressing community issues by providing vision, inspiration and ideas

Innovation – elevating the community through thoughtful initiatives and strategic risk-taking

Community Fund Grants Timeline

- Monday, April 3: Application period opens.
- Thursday, April 6, 3:30pm: Open (optional) Q&A meeting with Grants Committee, Room 101, Park City Library.
- Thursday, May 11: Deadline to submit full application via email to ollie@parkcitycf.org.
- Tuesday, August 1: Applicants notified Grants Committee decision.
- Thursday, September 14: Grant announcements and payments at annual Community Fund Celebration.

Grants Committee

The Community Fund Grants Committee is composed of at least four members. This committee evaluates the grant proposals and applications and provides recommendations to the Board for final review and approval. Our 2017 Grants Committee includes Sydney Reed (Chair), Jolie Iacobelli, Robert La Forgia, Mark Lemons, Liz Lockette, and Hank Louis. To learn more about our Board and the committee members, visit our website: parkcitycf.org/about-us/board-of-directors/.

PCCF staff and Grants Committee members are committed to providing ongoing communication and feedback with applicants and grantees. Please don't hesitate to contact PCCF with questions or concerns about the grant program, your application, and the process.

Board of Directors

PCCF's Board of Directors consists of up to 30 members who meet four times a year. The Board reviews grant requests and takes final action via email vote on the recommendations made by the Grants Committee.

Staff

PCCF staff processes and prepares the grant applications for review by the Grants Committee and Board of Directors. They serve and assist the Grants Committee, but do not vote on grant awards. After grants are awarded, PCCF staff, board members, and/or donors will participate in the monitoring and evaluation process of all grant projects and programs through site visits.

Current Types of Support

The Grants Committee will emphasize support to organizations serving the greater Park City and Summit County region in the following areas: existing or new programs/projects; operating support; equipment; consulting services; matching funds; technical assistance; start-up funds; and joint requests from multiple applicants.

Current Restrictions

Grants will not be awarded for debt reductions or retiring past operating deficits; sponsorships, dinners, or one-time events; fellowships or other grants to individuals; loans; litigation; political or marketing campaigns; endowment funds; graduate and post-graduate research; or for purposes that further political or religious doctrine. Only one application per organization per grant cycle will be considered, *except* when an organization is applying as a collaborative effort with two or more nonprofit organizations.

Applicant Eligibility Requirements

Park City Community Foundation will consider grant applications from organizations meeting all of the following eligibility requirements:

- Conduct activities and programs consistent with PCCF's mission.
- Serve people living or working in Summit County (Wasatch County will be considered, although grant making will primarily emphasize organizations based in Summit County).
- Qualify as a 501(c)(3) nonprofit organization under the Internal Revenue Code.
- Applicants without 501(c)(3) status, but which have applied to the IRS for such status, may apply. Receipt letter from the IRS of application is required at time of application to Park City Community Foundation.
- Applicants without 501(c)(3) status, but which are operating under an organization qualified as a 501(c)(3) organization, may apply separately if they have their own advisory board and have the written consent of the qualified organization. In that case, the application must contain a letter of agreement between the two organizations, which sets forth the responsibilities of each organization.
- Applicants that are not 501(c)(3) organizations, but are implementing charitable activities for the benefit of the citizens of Summit County, should contact Park City Community Foundation before applying. Under some circumstances, they may be considered for funding but will be required to adhere to separate reporting measures.
- Organizations awarded a grant must publicize the grant in any press release, publications, or brochures. See Appendix A for further information and guidance.

Grant Amounts

Grants will fall generally in the range of \$1,000-\$10,000, depending on the amount available for distribution. The Grants Committee does have authority to authorize smaller grants.

Review Criteria

The Grants Committee will use the following criteria to review applications. These criteria are not exclusive, and the board reserves the right to use its own best judgment when making final grant awards.

Needs Assessment and Potential Impact

Indicator (either of the following):

- Applicant demonstrates program/project addresses a significant community need
- Or, applicant demonstrates the project/program contributes to a vibrant and unique community that enriches the lives of community members

Strategically Planned Approach

Indicators:

- Goals, objectives, activities/services, and timeline that reflect the applicant's ability to conceptualize the project and offer a realistic plan for its completion
- The project/program will either be complete at the end of the grant period or has a sound financial and programmatic strategy for continuing operations beyond the grant period

Significant Results & Benefits

Indicator:

- Plan to measure and evaluate project/program outcomes (quantitative and/or qualitative) is well articulated

Organizational Capacity & Staff Qualifications

Indicators:

- Well-run, financially sound organization, unanimous board financial support
- Strong community support for organization and projects (e.g., diversity of funding sources, community resources, volunteers, number of diverse participants in the program/project, inclusion of local residents on the board)
- Effective and efficient delivery of program services
- History of collaboration and partnership; works in concert with other entities, including nonprofits, for-profits, and government
- Qualified, experienced staff support, stable management, diverse source of revenues, evidence of good stewardship of funds

Project Budget

Indicator:

- Budget reasonableness, demonstrates that funds will be spent primarily on programs and services, and leverages other funds/funding sources



Multiyear Grants

Park City Community Foundation is planning to pilot a small number of multiyear Community Fund Grants in 2017. PCCF will specifically invite selected organizations to submit applications that cover two- or three-year periods. Organizations not invited to submit a multi-year proposal should submit a regular annual grant proposal. Any multiyear grants awarded will be subject to annual renewal based on the results of annual site visits, funding availability, and any other factors at the discretion of the Community Fund Grants Committee.

Possible Complementary Funding

To increase the amount available to distribute through the Community Fund Grants program, PCCF may approach donor advised fund holders and/or other donors to invite them to co-fund a limited number of Community Fund Grants. Applying organizations should be aware that their application information may be shared by PCCF with these fundholders and/or donors to invite them to participate in funding. Any organization not wishing to have their information shared should contact Ollie Wilder at ollie@parkcitycf.org or 435-214-7475 to request that their information not be shared.

Application Process

The Community Fund Grant application process for 2017 will consist of a **single application stage** (as opposed to the two-stage process used in prior years). All applicants will submit full applications in 2017.

Full applications must be submitted by **Thursday, May 11**.

How to Submit:

- Please consult the next page for an application checklist of required documents
- Preferred format for all documents: PDF (preferably electronically converted from word processing and spreadsheet files, rather than printed and then scanned to pdf as images; this facilitates our ability to copy text from the PDF files)
- Preferred channel: Email all application documents to ollie@parkcitycf.org
- Alternative channel: Deliver application files on a USB drive to:
Ollie Wilder, Programs Director, 1960 Sidewinder Drive, Suite 213, Park City, UT 84060

Please do not submit paper copies of applications. Only digital applications will be considered.



Application Checklist

Please consult the following table to determine what should be submitted with your application.

Item	Application Budget Amount		
	\$5001 to \$10000	\$2001 to \$5000	\$2000 or less
Project summary (15 words or less)	Required	Required	Required
Project narrative:			
Number of words	2000 or less	1500 or less	500 or less
Demonstration of need, challenge, or community issue	Required	Required	Required
Description of the proposed project, program, or solution	Required	Required	Required
Estimated inputs (staff, time, resources, and materials)	Required	Not Required	Not Required
Explanation of targeted beneficiaries	Required	Not Required	Not Required
Projected results and outcomes	Required	Required	Not Required
Project budget	Required	Required	Required
Percentage of board members who contribute financially to the organization	Required	Required	Required
List of board members	Required	Required	Not Required
Utah Charitable Solicitation Permit	Required	Required	Not Required
IRS 501(c)(3) determination letter	First-Time Applicants	First-Time Applicants	Not Required
IRS form 990 (most recent year submitted)	Required	Optional	Not Required
2016 budget vs. actual	Required	Optional	Not Required
2017 budget vs. actual (to date)	Required	Optional	Not Required
2016 and 2017 (to date) cash flow statements (if available)	Optional	Optional	Not Required
Updated nonprofit directory information (check current listing to see if updates are needed: http://parkcitycf.org/nonprofit-directory/)	As needed	As needed	As needed

NOTE: Additional information may be requested as needed by PCCF staff.



Appendix A

Publicity Guidelines

As a recipient of a grant from Park City Community Foundation, it is important to PCCF, our donors, and the community that the grantee publicize and recognize the philanthropic support that a grantee receives. PCCF requires the following of grant recipients:

- 1) Grantee agrees that a notice will be included in all announcements, promotional and other appropriate material stating: "This [activity/event/organization] is supported by a grant from Park City Community Foundation."
- 2) Grantee agrees to include the Park City Community Foundation logo in all brochures, notices, signs, and plaques that recognize funders at events or on facilities. Please contact PCCF staff for a copy of the logo.