

## Community Fund Grants 2018 Guidelines

Park City Community Foundation (the Community Foundation) is a nonprofit organization creating an enduring philanthropic community to benefit all the people of greater Park City. To this end, the Community Foundation 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. The Community Foundation 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 2: Application period opens.
- Thursday, April 5, 3:30pm: Open (optional) Q&A meeting with Grants Committee, Room 101, Park City Library.
- Thursday, May 10: Deadline to submit online application at [parkcitycf.org/cfgrantapplication/](http://parkcitycf.org/cfgrantapplication/).
- Wednesday, August 1: Applicants notified Grants Committee decision.
- Thursday, September 13: 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 of Directors for final review and approval. Our 2018 Community Fund Grants Committee includes Mark Lemons (Chair), Jolie Iacobelli, Robert La Forgia, Hank Louis, Sydney Reed, and Bob Richer. To learn more about our board and the committee members, visit our website: [parkcitycf.org/about-us/board-of-directors/](http://parkcitycf.org/about-us/board-of-directors/).

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

### **Board of Directors**

The Community Foundation'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**

The Community Foundation 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, the Community Foundation 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 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 of 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 the Community Foundation'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 makes a small number of multiyear Community Fund Grants. The Community Foundation 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.

Organizations with an active multiyear grant may submit, before the annual grant application deadline, a simple letter requesting grant continuation, rather than submitting a full application.

### **Possible Complementary Funding**

To increase the amount available to distribute through the Community Fund Grants program, the Community Foundation may approach donor advised fundholders 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 the Community Foundation 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](mailto:ollie@parkcitycf.org) or 435-214-7475 to request that their information not be shared.

### **Application Process**

Community Fund Grant applications must be submitted online by 11:59pm on **Thursday, May 10, 2018**.

### **How to Submit:**

- Please consult the next page for an application checklist of required information and documents.
- Submit your application using the online form at [parkcitycf.org/cfgrantapplication/](http://parkcitycf.org/cfgrantapplication/).
- Required 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).
- Questions? Contact Ollie Wilder at [ollie@parkcitycf.org](mailto:ollie@parkcitycf.org).

Please do not submit applications via email or in hard copy. Only digital applications received through the online application form 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
2017 budget vs. actual	Optional	Optional	Not Required
2018 budget vs. actual (to date)	Optional	Optional	Not Required
2017 and 2018 (to date) cash flow statements (if available)	Optional	Optional	Not Required

NOTE: Additional information may be requested as needed by the Community Foundation staff.



## Appendix A

### Publicity Guidelines

As a recipient of a grant from Park City Community Foundation, it is important to the Community Foundation, our donors, and the community that the grantee publicize and recognize the philanthropic support that a grantee receives. The Community Foundation 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 the Community Foundation staff for a copy of the logo.