Adams County Community Foundation
2025 Collaborative Grant Request
(For two or more nonprofits coming together for a shared event / program.)

Note: *Instructions: Computer generate this application,*
Copy: one-side only

Today's Date: _____

A. Lead organization's name*: _____ EIN #: _____
(typically starts with 35-)

Lead Org. Address: _____ City: _____ State: _____ Zip: _____

*Unless reported otherwise: All correspondence / communication and grant award will be sent to the org. address provided on this application.

Grant Writer's Name: _____ (Person who wrote this request)

Grant Writer's Phone / Email: _____ / _____

Representative / Contact's Name: _____ (Person the ACCF contacts for questions & grant work)

Contact's Phone / Email: _____ / _____

B. Collaborating grant partners: all partners (including the lead organization) must briefly explain in writing* the following questions. (Max: 250 words each)

1. What is your organization's name / address / phone number?
2. What is the name and contact information of the person from this organization the ACCF should contact if there are questions?
3. What is your organization's EIN number?
4. What is your organization's mission statement?
5. How does this project/event support your organization's mission statement?
6. What active role will your organization have in the project/event outlined in this request?
7. List ACCF grant funding (purpose) and amount received in the past 18 months.

* This information may be emailed to the lead organization to be consolidated & included in the submitted grant request packet.

C. Grant Request Information:

Amount requested: $_____*____ (round to closest $100 and attach budget showing how these funds will be used)
If awarded a grant, the grant receipts must be dated after the date on the grant award letter.

➢ Project title: _____

➢ Clientele to be served: _____ Estimated number served: _____

On the separate page, please reply to these questions in this order: (Max 250 words each)
1. Summary of the Project
2. Is there anything else you would like the committee to know about?
3. If this grant is funded, how will this grant impact our community in the next 3 – 5 years?
4. If this grant request is partially funded, what is the plan to make up the difference?
5. If you are awarded a grant, what type of receipts should the ACCF expect to receive?
   *This may be answered in the form of a budget.
6. List ACCF grant funding (purpose) and amount received in the past 18 months.

If the ACCF Grant Committee members have any questions, we will contact you for details.

D. Signature of support from lead organization's director/manager/superintendent/supervisor:

Name: _____

Printed Name: _____

Title: _____ Date: _____

Grant request due date is by 4 pm on the 2nd Wednesday of the following months – January, April, July, and October.

End

1. When are the due dates for grants through the ACCF?

Due dates are the *2nd Wednesday* in each of the following months: *January, April, July, and October*. Grant applications MUST be received in the ACCF *by 4:00 pm* on the 2nd Wednesday of the appropriate month.

2. Will my grant request be considered if I miss the due date?

Only grant requests that meet the due date AND time will be considered. Grant requests may be submitted up to 30 DAYS before the due date. If the deadline for submitting your Grant Request is missed, you remain eligible to re-submit your request for the next Grant cycle in three months.

3. Who qualifies to request funding through the ACCF?

Nonprofit organizations or those organizations TAX EXEMPT STATUS who provide services to Adams County, Indiana residents are eligible. Non-profit organizations located outside of Adams County may apply if they *provide programs or services to Adams County residents*. The organizations must be prepared to SUBMIT PROOF that they assist Adams County residents.

4. What is the difference between a Traditional and Collaborative grant?

A 'traditional' grant is submitted by one non-profit organization. A 'collaborative' grant involves two or more non-profits that unifies an event or program the meets the MISSION STATEMENT of all collaborating non-profits. A collaborative Grant Request requires that each non-profit must have an ACTIVE ROLE in the event or program. Collaborative Grant Requests will be given PRIORITY during the Spring/April grant review cycle.

5. How much funding can I (we) apply for? Are there any special restrictions for Collaborative grants?

Traditional and collaborative grant requests typically range between $200 to $5,000. In the past, the ACCF has limited collaborations to $1000 per organization.

6.   What items, programs, or events are acceptable within a grant request? Are there any expenses not permitted within the grant request?

The ACCF provides a wide variety of financial support in our community, including historical markers, downtown street banners, training programs, educational materials, health fair screenings, community outreach materials, and local festivals. However, the ACCF has a practice not to fund salaries, operational expenses, food for meetings, snacks, t-shirts, bricks and mortar/renovations. Please call should you have any questions.

7. My organization has a special event or program scheduled right before the grant due date. Can we still apply for grant funds for this event or program?

No grant requests are acceptable that request funds for a previously conducted event or expenditure, prior to the scheduled grant cycle. If the special event or program is a yearly event, the possibility exists of submitting a grant request the year prior to the event or program.

8. My organization has an outstanding grant from a previous grant cycle. Can we still apply for funding for a different project or event during the current grant cycle?

The Grant Committee's decision-making is based upon the number of requests received, amount of available funds to distribute, and an organization's previous granting history factor, including timely submission of required documents on previously awarded grant requests. Organizations can apply if they have an outstanding grant, but this may affect the outcome of the committee's decision. The ACCF does not exclude an organization from applying in future grant cycles. Please call if you have individualized questions or special circumstances.

9. The Traditional grant application does not provide sufficient space to explain my organization's request. What should I do?

You may attach one page (8.5 x 11) with additional information you feel is relevant to the request.

10. What do I need to submit in order for my request to be considered?

Please submit a total of 10 copies of your grant request along with a project budget and any supplemental materials (brochures, pamphlets, picture of requested item, etc.) you wish to include. Each of the 10 copies should be collated and stapled in the upper, left hand corner.

11. How do I submit my application?

You may deliver your grant application to the ACCF at 102 N. 2nd St. Decatur, IN, during normal business hours (M-Th, 8-4 and F, 8-1), or use postal mail for the grant application. During non-business hours, you may use the mail slot located on our Madison Street door. In using the mail slot, please secure the 10 copies within a large envelope or with a rubber band. Note, however, that postmarks are not considered in adhering to the established deadline for grant submission. Faxed or electronically submitted applications are not acceptable.

12. How soon will I know if my request was successful?

Typically, grant writers will receive notification as to the status of their grant request within three to four week period of the original due date of the application.

II – Do not submit this page with your application