

*Adams County Community Foundation*  
*~ ACCF ~*

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Decatur, IN 46733  
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[www.AdamsCountyFoundation.org](http://www.AdamsCountyFoundation.org)

**Traditional Grant Request Application**

+ Frequently Asked Questions (FAQ)



Support provided by the  
Adams County Community Foundation,  
**John and Kay Boch Memorial Fund,**  
and  
all **Community Enrichment Funds**  
within the ACCF

~ Cover ~

**I – Do not submit this page with your application**

**Adams County Community Foundation (ACCF)  
Traditional / Collaborative Grant Requests – FAQs**

For other questions not listed here, please email: [grants@AdamsCountyFoundation.org](mailto:grants@AdamsCountyFoundation.org) or call (260) 724-3939

**Question: When are the due dates for grants through the ACCF?**

The ACCF offers four grant cycles throughout the year. These due dates are the **2<sup>nd</sup> Wednesday** in each of the following months: **January, April, July, and October**. In order to be considered in the most current grant cycle, grant applications must be received in the ACCF by 4:00 pm on the 2<sup>nd</sup> Wednesday of the appropriate month.

**Question: What happens if I miss the due date? Will my grant request still be considered?**

Only those grant requests that meet the due date and time will be considered in the current grant cycle. No exceptions. We realize that things (good or bad) can happen at the last minute and prevent a timely submission. This is why we strongly encourage nonprofits to submit their application well ahead of the due date. Grant requests may be submitted up to 30 days before the due date. Still miss the deadline? Don't worry! The next grant cycle is only three months away! We invite you to consider submitting your application during the next grant cycle.

**Question: Who is able to request funding through the ACCF?**

Nonprofit organizations or those organizations with tax exempt status who provide services to Adams County, Indiana residents are eligible to request funding during any grant cycle. Even nonprofit organizations located outside of Adams County may apply provided they *provide programs or services to Adams County residents* and the potential funding supports those programs or services. Non-Adams County nonprofit organizations must be prepared to submit proof that they assist Adams County residents.

**Question: What is the difference between a Traditional and Collaborative grant?**

A 'traditional' grant is submitted by one nonprofit organization. A 'collaborative' grant is when two or more nonprofits come together for a common event or program that meets the mission statement of all collaborating nonprofits. In a collaborative grant, each nonprofit must have an active role in the event or program and may not be in name only. Traditional and Collaborative grants may be submitted during any grant cycle. Please note that collaborative grants will be given priority during the Spring/April grant cycle.

**Question: How much funding can I 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.

**Question: What sort of items, programs, events, etc. has the ACCF provided funding for in the past? Are there any expenses not allowed?**

The ACCF prides itself on providing support for a wide variety of efforts in our community to include historical markers, downtown street banners, training programs, educational materials, health fair screenings, community outreach materials, and local festivals to name a few. However, **the ACCF has a practice not to fund the following purposes: salaries, operational expenses, food for meetings, snacks, t-shirts, bricks and mortar or renovations.** Call us you have questions.

**Question: 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?**

Unfortunately, no. As part of the grant process, successful grants are required to turn in receipts to document how the grant funds were used. These receipts must be dated *after* the date of the notification that the grant was funded. In this case, the notification would arrive after the event or program had occurred. Since the ACCF is unable to provide funding as a reimbursement for something that has already happened, this grant request would not be considered. Keep in mind though, if this special event or program is a yearly occurrence, there is the possibility of submitting a grant request for it the year prior to the event or program.

**Question: 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?**

We are excited that you have utilized the grant process through the ACCF in the past! Many factors such as number of requests received, amount of requests, amount of available funds to distribute, and an organization's previous granting history factor into the grant committee's decision making. Having outstanding grant requirements is only one part of the puzzle and does not exclude an organization from applying in future grant cycles. Organizations can apply if they have an outstanding grant, but this *may* affect the outcome of the decision. Please call if you have individualized questions or special circumstances.

**Question: There is not enough room on the Traditional grant application for me to adequately 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.

**Question: 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.

**Question: How do I submit my application?**

Applications may be submitted a variety of ways. You may drop off your grant application to the ACCF at 102 N. 2<sup>nd</sup> St. Decatur, IN during normal business hours (M-Th, 8-4 and F, 8-1). If you stop by outside these hours, please secure the 10 copies in a large envelope or with a rubber band and drop it in our mail slot located on our Madison St. door below the window. We will receive it the next business day. Applications may also be submitted via postal mail to the address above. However, please note that postmarks are not considered. Applications may not be faxed or submitted electronically.

**Question: How soon will I know if my request was successful?**

We know that nonprofit organizations are eager to learn if their request was successful, so we make a point to make the process as streamlined and efficient as possible. Typically, grant writers will receive notification as to the status of their grant request within three to four week of the due date.

**!! – Do not submit this page with your application**

Adams County Community Foundation  
**2019 Traditional**  
Grant Request

Submitted during the following grant cycle (check one):

\_\_\_ Winter/January     \_\_\_ Spring/April

\_\_\_ Summer/July     \_\_\_ Fall/October

**Please remember to submit 10 copies!**

1) Organization's name\*: \_\_\_\_\_ EIN #: \_\_\_\_\_  
(typically starts with 35- )

\* All correspondence and communication regarding this grant request will be sent to the address provided on this application.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grant writer's name: \_\_\_\_\_ (Person submitting this request) / Phone: \_\_\_\_\_

Representative / Contact's name: \_\_\_\_\_ (the person the ACCF contacts if there are questions)

Contact's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

2) Amount requested: \$ \_\_\_\_\_\* (round to closest \$25 and attach budget showing how these funds will be used)

\*Please provide a project budget/summary of the type of receipts we should expect if you are awarded a grant.

➤ Project title: \_\_\_\_\_

➤ Clientele to be served: \_\_\_\_\_ Actual estimated number served: \_\_\_\_\_

➤ Summary of project: \_\_\_\_\_

(If additional space is needed please indicate 'see attached' and add this page with the additional information to this application.)

➤ Is there anything else you would like to the committee to know about?

(If additional space is needed please indicate 'see attached' and add this page with the additional information to this application.)

➤ If this grant request is partially funded, what is the plan to make up the difference?

(If additional space is needed please indicate 'see attached' and add this page with the additional information to this application.)

3) List grant funding and amount received in the past 18 months. (i.e. ACCF, United Way, etc.)

4) Signature of grant author and support from organization's director/manager/superintendent/supervisor:

Grant author's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of support from organization's director/manager/principal/supervisor /etc.(required):

Name (signature): \_\_\_\_\_ Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: Schools only:** Grant requests from Adams County Schools must have principal signature and superintendent signature (required).

Name (signature): \_\_\_\_\_ Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

If additional space is needed to further explain your request, one additional page may be added.

Grant request due date is by 4 pm on the 2<sup>nd</sup> Wednesday of the following months – January, April, July, and October.  
Applications may not be submitted more than one month prior to the due date.