

*Adams County Community Foundation*  
*~ ACCF ~*

102 N. 2<sup>nd</sup> Street  
Decatur, IN 46733  
(260) 724-3939 / E: [accf@AdamsCountyFoundation.org](mailto:accf@AdamsCountyFoundation.org)  
[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

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

Due dates are the *2<sup>nd</sup> 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 2<sup>nd</sup> 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. 2<sup>nd</sup> 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.

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

**Adams County Community Foundation**  
**2020 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.