

## **Youth and Community Foundation of Spencer – Van Etten Grant Guidelines**

The Mission of the Youth and Community Foundation is to help the people of our community **learn, dream, and create.**<sup>TM</sup> Accordingly, preference will be given to mini-grant, fellowship grant and special grant applications that adhere to the following:

- The Youth and Community Foundation of Spencer – Van Etten is a relatively small organization with limited resources; proposals and requests for modest amounts may be more readily approved.
- The Foundation Board meets no more than once a month. Timely submissions are critical, since requests must be processed and reviewed by the individual Board Members before deliberations and a decision can be made.
- A detailed budget of anticipated expenses, income and other resources must be provided along with the application. Reasonable effort to portray realistic costs and variables that may apply must be made.
- Any project or endeavor must be completed within one year of approval, unless the Foundation approves a specific exception in writing.
- Financial reports, including receipts for expenses and a narrative of activity, must be provided to the Foundation not later than three months after the activity concludes or within a year of receiving the grant, whichever occurs first.
- Project evaluations and reports must be submitted and received by the Foundation not more than one year after receiving grant payment. Grant recipients who fail to submit complete reports on time are ineligible to receive grants.
- Applicants must plan to engage in volunteer activity that will contribute to the improvement of their community, and preference will be given to applicants with a proven record of volunteer effort. The Foundation may, at its discretion, afford in kind support for documented community effort, with prior application and approval.
- Fellowship recipients should expect to raise fifty percent toward the total cost or make an equivalent in-kind volunteer contribution. The Foundation reserves the right to waive in-kind volunteering.
- Fellowship grant applicants must list three people who may be contacted to provide further insight, recommendation, or reference regarding this application.

- Any documentation or testimony in anticipation of questions or concerns that may support approval of this request must be provided with the application.
- Due to the possibility of additional deliberations and clarification, special grant and fellowship applicants should allow at least 60 days from the respective deadline to anticipate funding, if approved.
- Special grants, which may be over \$1,000, are awarded only in exceptional circumstances.
- Participant's active learning and involvement in the work of the project or proposal is a positive consideration for approval.
- Cost effectiveness is an important factor for approval.
- Applicants should specify indicators that the project is successful.
- Known and possible alternate funding resources should be identified.
- Clearly state how will this project make a positive difference for the recipient and for others in our community.
- The applicant should cite any innovative aspects of this project.

Specifically, the following criteria will be applied in consideration of grant applications:

- Capacity for long-term impact
- Clear goal and plan of action
- Fit with the YCFSVE Mission
- Participants actively involved
- Cost effective
- Indicators of project success
- Other funding researched
- Makes a positive difference for the community
- Creative