



Douglas
County
Community
Foundation

Competitive Grantmaking Practices

General

- In 2011, we granted about \$230,000 through competitive processes.
 - \$150,000 Community Funds (multiple funds)
 - \$20,000 Environmental Fund
 - \$60,000 Nutrition and Physical Activity Fund (from KHF)
- Range of grant amounts was \$1,000-13,000.
- Total grantmaking from all foundation funds was \$2.6 million.

Attracting Applicants

- Website www.dccfoundation.org provides guidelines, application forms.
- E-mail blasts using Mailchimp.com (free)
- Media
 - Lawrence Journal World (print and online)
 - Social media (Facebook, Twitter)
- Grant seekers information sessions at public library
- NPA Fund—invited proposals

Application Review Process

- IRS compliance check:
 - IRS website: http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check_OR
 - GuideStar
- Document review:
 - Proof of nonprofit/government status
 - Financial statements (preferably audited)
 - Current year budget
 - Board list
- Selection
 - Community Grants—entire board: 2 part review, site visits, voting
 - Environmental Fund--advisory committee recommends finalists
 - NPA—board subcommittee issues invitations and recommends finalists based on strategic goals.

Avoiding Conflicts of Interest

- Conflict of Interest Policy covers board and staff.
- At beginning of review meeting, board and staff members state their conflicts of interest. We record these in meeting minutes.
- Those with conflicts may provide facts, but may not express opinions or vote.

Announcing Awards

- Applicants receive letters.
- Media release goes out after we notify all applicants. It highlights 4-6 newsworthy awards and gives summary information.
- News article posted on website
- Social media with link to website article
- We ask grantees to note our funding in their own announcements.
- Newsletter and annual report

Grant Reporting

- Grant Report Form—short narrative and financial statement
- We use FIMS Contacts to manage recordkeeping.

Reporting Grant Results

- Success stories in annual report, newsletters
- Social media as appropriate
- Presentations

For more information, visit www.dccfoundation.org or contact Marilyn Hull at marilynhull@dccfoundation.org.



GMCF Grant Making Process

Getting the word out – NOW accepting applications:

- ★ Email all nonprofit groups in our FIMS system with **grant application** attachment.
- ★ Make application available for download on our website.
- ★ Notify local Social Service Agency group and have them put notice in newsletter.

GMCF Grant Review Process

- ★ Grants for Greater Manhattan – largest of our grant cycles.
- ★ All area 501(c)(3) organizations are invited to apply. If don't have, must have fiscal agent.
- ★ After receiving the applications, we have a **check list** that we go through to make sure the grant packet is complete. If missing any required documentation we notify the applicant and ask for the missing items.
- ★ Run a GuideStar Charity Check on every applicant to make sure they are a current 501(c)(3).
- ★ GMCF has a Grants Committee chaired by a member of our Executive Board, with other members made up of current GMCF Trustees - Currently there are 15 committee members.
- ★ Three grants committee meetings are scheduled:

First - grant packets are divided up among committee members, with each member assigned to review 2 to 3 applications. (Depending on the number received.)

Committee members then have 2 to 3 weeks to conduct a grant review and be ready to report back to the entire committee at the next meeting.

Many actually do an onsite interview with the applicants. The committee member presents a report and makes an initial funding recommendation of Yes, Maybe, or No.

Second - grant application packets are presented and discussed. Reviewer makes an initial funding recommendation of Yes, Maybe, or No.

Some reviewers are asked questions that they may need to find answers for before the 3rd meeting.

Third - Committee discusses all applications and makes decisions regarding funding.

Many grant applications are partially funded.

We must make sure that the grant dollars are being allocated to the correct bucket. For instance, if 65% of the available grant dollars are to go to Children's programs we must make sure this is happening.

- ★ Once finalized, the recommendations are presented to the GMCF Executive Board for approval.
- ★ After final approval, GMCF staff prepares grant contracts and notifies each applicant regarding the decision.



GMCF Grant Making Process

- ★ Two **grant contracts** are mailed out with the notification letters. The contracts must be signed and returned to the foundation, after which the Executive Director signs. We are then able to issue a grant check to the awardee.*
- ★ *If the organization is not a 501(c)(3) the check is issued to the fiscal sponsor.
- ★ In the event that we are serving as the fiscal sponsor, we do not issue checks for payment until we have receipts and verify that the monies were used as outlined in the grant contract.

Avoiding Conflict of Interest issues

- ★ Each grants committee member is required to complete a **Conflict of Interest and Confidentiality Statement** each year.
- ★ If they are involved with any of the grant applicant organizations they must refrain from voting on that particular grant and not influence decisions of other members. They may supply factual information only and not make recommendations or give opinions regarding funding.

Get the word out to your community about the grant awards given

- ★ Sometimes this is difficult. We always send a press release to the local newspaper, but it doesn't always get published.
- ★ This year several of us scheduled a meeting with a staff member of the newspaper who also happens to be a Trustee. We were fortunate that he published a lengthy article on the front page with a list of all 31 grants that were awarded.
- ★ Website posting; presentations to clubs & service groups.

We also tried something new this year – a Grants Reception

- ★ This was a huge success and caused awareness among all of the grantees of all the grants that were made.
- ★ PowerPoint showing an overview of each grant
- ★ refreshments
- ★ introduced each recipient and spoke briefly about program
- ★ recipients received a certificate and grant check (if signed contracts had been returned)
- ★ Letter to the editor inviting public to attend the reception

Ask for grantee accountability

- ★ Grantees are provided a **“grant reporting form”** with the grant contract. We also have this available for download on our website.
- ★ Grant reporting requirements are spelled out in the grant contract.



GMCF Grant Making Process

- ★ For those projects having receipts for items purchased, we require a copy of all receipts with the grant report.
- ★ In some cases the grant monies are not completely used and grantees are required to return the unused money.
- ★ Grantees are required to supply a final report before they are considered for future grants.
- ★ GMCF also includes stories in many publications and on our website so we ask grantees to supply us with stories and photographs.

Donor advised grants

Some grants from donor advised funds require a contract and special documentation. For instance;

- 1) donor is somehow affiliated with grantee and we must document that he/she did not receive an impermissible benefit,
- 2) grants require expenditure responsibility.

Word out to the community

- ★ We include a list of grants and stories about the grants that were awarded in our Annual Report.
- ★ At the annual meeting for Trustees we report the grants that were made.
- ★ Grants are always listed on our website.
- ★ Had an intern from Kansas State University in the Spring who went out and visited grantees, gathered information and wrote stories. These were used online, in publications, and in presentations.
- ★ Grantees are asked to include our name on publications about grant program and in letters to editor...
- ★ We encourage grantees to acknowledge our support on their websites as well.



GMCF Grant Making Process

YIC Grants - Youth go through the same grant making process that the adults perform for Grants for Greater Manhattan. The main difference is that YIC grants are given only to organizations that involve youth in the grant program. The GMCF Grants Committee allocates at least \$5,000 each year for YIC grants.

YES! Fund

- The YES! Fund requests help from area nonprofit agencies in offering positive, accessible activities outside school hours to our community's youth. Deadline of October 8, 2012. Proposals should be coordinated with USD 383 and take advantage of student volunteers from the KSU College of Education.
- 2nd year that these grants have been offered through the GMCF.
- Editor and Chief of Manhattan Mercury contributed full-page ads to this fund raising campaign.

Trustees Fund

- The purpose of this fund is to provide support to local projects identified by the GMCF Board of Trustees. Our 100+ trustees are asked to make a gift into this fund each year. This group is made up of a diverse group of people with many different backgrounds.
- Last year we were able to make our first round of grants from this fund.
- We asked for recommendations from all trustees at our semi-annual trustees meeting.
- A trustees fund grants committee was appointed to review the trustee recommendations and make decisions about grant recipients and funding amounts to each group.
- The recommendations from the trustees fund grants committee were then voted on by all trustees at the annual meeting.



Applicant Notification:

- ♦ Announcement of initiatives and all deadlines on website, through email and on Facebook in January.
- ♦ Reminders at meetings, presentations, networking through other organizations (CRC), other community foundations.

Grant Review:

- ♦ Moved to on-line process in 2011
- ♦ Concept Papers submitted ... reviewed by ½ of Community Investment Committee
- ♦ Fund outright (requires 100% email approval); no; move to RFP process
- ♦ No calls are made – letter follow up
- ♦ RFP link sent ... submitted ... reviewed by entire committee; interviews and allocation decisions
- ♦ No calls are made – letter follow up; grant contracts and timetables for distribution of funds sent to recipients

- ♦ The Women's Fund – follows similar pattern ... but does one-on-one sessions with potential applicants in hopes of directing collaboration. Additionally, they do site visits for new applicants and conduct grant interviews on-site

Conflict of Interest:

- ♦ Printed Conflict of Interest statement and wording of the funding initiative is provided at each meeting. Conflicts are declared at beginning of meeting and noted in meeting minutes. Those with a conflict abstain from voting – which is noted in minutes

Publicizing Awards:

- ♦ Grant Evaluation Form is sent with check ... it asks for stories, photos, etc ... which we then use in newsletters, annual reports, Facebook and stories we tell at various functions
- ♦ Money not spent for various reasons is returned to us and rolled over and granted in the next calendar year.

Information of Note:

- ♦ Leadership --TCF works diligently to have a positive working relationship with nonprofits and other funders in our community. Serve on various grantmaking committees throughout the community ... have formed a grantmakers group – meets quarterly to discuss funding initiatives, capital campaigns, new programs, etc ...