

Please read this information carefully. All directions must be correctly followed for your application to be complete. Following the instructions below, please continue to the actual application.



GRANT GUIDELINES

General grant requests are now being accepted by the Community Foundation of Greater Jackson. Nonprofit organizations, governmental entities, churches and schools are eligible to apply for their programs located in Hinds, Madison and Rankin Counties in Central Mississippi. Interested parties may apply for funding from the funds listed below:

The A+ Fund will award mini-grants for classroom use and professional development grants for teachers and administrators including, but not limited to, attendance at significant training opportunities and/or bringing in experts on educational ideas or initiatives, especially when the opportunity is provided for teachers and/or administrators from multiple schools to attend. Priority will be given to those projects which emphasize professional development involving a large number of teachers and/or which show cooperation among different school districts or a large number of schools within one district. "Helping Teachers Excel" is the motto of this fund.

The Learning Project will award mini-grants to projects that offer innovative educational programs for adults and/or enrichment programs for K-12 children during school hours or during after-school or summer programming. The Foundation will consider applications from traditional or non-traditional education. Projects that involve the use of volunteers as well as trained staff and include an active evaluation component are encouraged to apply.

The Thomas G. Ramey and Peggy Huff Harris Fund will fund grants related to reading projects. This is a new fund from a generous bequest. The Grants Committee is especially interested in reading programs with an evaluation process which has been developed prior to the initiation of the activity funded by the grant. Existing programs which show collaboration between schools, parents and other partners are welcome. Request for multi-year funding will be considered for up to two or three years. We anticipate grants of up to \$10,000 per year.

Community Trust Fund allows the Foundation to address emerging needs in our community. Its use is not restricted to any area or purpose.

Betty Hunt Williams Memorial Fund is an endowment created to benefit children and will fund grants in that area. The fund was established at the Community Foundation by Raymond and Margery Martin of Jackson in memory of Margery's mother, a school teacher.

As a guide for your application, the Foundation's Grants Committee anticipates the average grant amount for 2011 is not expected to exceed \$10,000.

Deadline to apply is April 1, 2011.

APPLICATION PROCEDURE

To apply for funding from the Community Foundation of Greater Jackson:

- Complete the CFGJ grant application form, save and e-mail the file as an attachment to info@cfgj.org.
- Complete the Grant Application Certification form. This form should be printed, completed, signed and mailed to the Foundation. **Your application submission is not complete until this form has been received.**

If you do not possess a computer and e-mail account, Internet access is available at no cost to you at your local library. Many services, such as Yahoo and Hotmail, offer free e-mail accounts.

Please review the guidelines below before completing the application

General Guidelines

In assessing the merits of each grant proposal, the Committee considers many items, including the extent to which your request addresses the criteria outlined in the funding guidelines. Special consideration may be given to those proposals that reflect substantive collaborations among various organizations or agencies, a special opportunity or new approach in a field, or a commitment to bringing together different segments of the community. Priority will be given to grant applications that reflect frugal and efficient use of monies. The Committee may consider additional criteria when reviewing an application, including whether the application:

- Demonstrates foresight and careful planning for long-term impact
- Articulates clear, measurable goals
- Includes an evaluation plan by which goals are measured
- Reflects appropriate racial, ethnic or religious diversity in governance, personnel, planning, population served or content
- Reflects sufficient organizational and managerial capacity to carry out the project
- Reflects inclusive and strategic planning in line with the Foundation's mission

The Committee considers support of an applicant's Board of Trustees or Board of Directors a vital indicator of its potential for success. Your Board is your organization's leadership, responsible not only for ensuring the proper and efficient administration of your activities but also leading your fund-raising efforts. Before asking anyone else to contribute, however, each Board member should contribute to your organization himself or herself. The Committee looks very critically at the response to the question on each application of the percentage of Board support in the previous year and the total value of

that support. Unless your organization is a governmental entity, which is funded by taxpayer dollars instead of voluntary contributions, it is expected that both the percentage and value of your Board contributions will be high.

Organizations which wish to submit more than one proposal during a 12-month period may do so only for individual programs which are, in the sole determination of the Grants Committee, segregated from each other enough to be considered separately. This will mostly apply to "umbrella organizations" which operate several independent programs almost as subsidiaries. An example would be Catholic Charities, which has several distinct programs with different staff and separate financial recording processes.

If more than one application is submitted by an organization within a 12-month period, it is the responsibility of the applicant to provide additional documentation to justify that the second program should be considered separately. This documentation should include information on the degree to which the second program is separately administered and accounted from the first, such as whether the two programs have overlapping staff or separate accounting.

Schools (both public and independent) may submit one individual application per year for the entire school, but individual teachers within the school are each allowed to submit one application annually for support of classroom projects.

SELECTION PROCESS AND NOTIFICATION

Upon receipt of applications, Foundation staff and Grants Committee members will conduct a thorough study of each application. Site visits may be scheduled. If the Committee determines that additional information is needed, you will be contacted.

All applicants will be notified by mail or e-mail of the result of their application within approximately 30 days from the submission deadline. We regret that we cannot respond to calls in reference to application status.

If the Committee does not have adequate funding available to approve a particularly impressive application for a grant in one six month period, it may elect to table the application for re-consideration in the subsequent six month period. If this occurs, the applicant will be notified of that decision. Applicants should keep in mind that the Foundation receives many more requests than can possibly be funded.

RESTRICTIONS

The Foundation does not fund items such as parties, t-shirts or evangelical activities. Incomplete applications will not be considered, and providing false information on an application is cause for denial.

GRANT AGREEMENT

By submitting an application, you are agreeing to the following:

1. Funds received will be expended only for the purposes stated in the grant application and in accordance with section 501(c)(3), section 4945 and other applicable provisions of the Internal Revenue Code.
2. The Foundation may monitor and conduct an evaluation of operations under this grant, including requesting financial records related to the grant or your tax status, which should be provided in a timely manner if requested. (Please note that within six months of the awarding of the grant or completion of your project, whichever comes last, a Post-Grant Evaluation is required. This form will be provided to you if awarded a grant.)
3. You must immediately notify the Foundation of any change in your organization's federal tax status or that of your fiscal agent during the time the funds are being spent.
4. The grant may be discontinued, modified or withheld if, in the Foundation's sole judgment, such action is necessary.
5. At the conclusion of the grant period, a written report describing the activities carried out and benefits to the community from the grant usage must be submitted to the Foundation.
6. No funds from the Foundation may be used for propaganda purposes, to influence legislation, to influence the outcome of an election, or for direct or indirect use in a voter registration drive.
7. Any request for a change in purpose of use of grant funds must be submitted in writing to the Foundation and approved before said changes may take effect.
8. Any portion of grant funds not used in accordance with these terms must be returned to the Foundation.
9. Publicity around the grant award is encouraged. Any promotional materials, press releases, etc. produced in connection with or to publicize the funded program should note that it was funded in part or sponsored by the Community Foundation of Greater Jackson. It is suggested that the Foundation logo be used in such publications, and we will be happy to supply the logo for your use.

For further information or clarification, please contact Jackie Bailey at jackie@cfgj.org or call 601-974-6044 x227.



2011 Community Foundation of Greater Jackson Grant Application

Directions: Please complete this form and save it. Append the required attachments to this PDF file or save as a separate Microsoft Word-compatible file. E-mail the completed application with attachments to info@cfgj.org. For instructions on how to combine multiple files into one PDF file >> [click here](#)
The deadline to apply is April 1, 2011.

Name of Organization Applying: _____

Year Founded: _____ Current Annual Operating Budget:\$ _____

Executive Director: _____ Date of application _____

Contact Person/Title
If different from Executive Director: _____

Address: _____

Mailing Address: _____
(if different from above)

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Project Title: _____

Purpose of Grant (one sentence): _____

Amount Requested:\$ _____ Total Project Cost:\$ _____

Geographic location of project: _____
(where will the project take place)

Are you required by a regulatory agency to be licensed for the services which you provide?
 Yes No. If yes, please identify: _____

If funding from the Community Foundation is not approved for this project, will the project still take place? Yes No

Application Components

Narrative:

Please provide the following information. Please limit your narrative to two pages.

- Summarize your organization's history and state your mission and goals.
- Outline current programs and activities and identify staff and their qualifications
- Describe the proposed program or project and whether it's a new or continuing program.
- Identify the need or problem to be addressed; describe the target population (age, gender, etc.) and how many people will benefit from this grant.
- Describe project goals and objectives and your plans to meet them.

Required Attachments:

- Project Budget itemizing expenses and revenues (If request is for operating support, provide your organization's most recent board approved annual operating budget.)
- List of other funders, potential funders and amounts committed or requested.
- A list of your Board of Directors by name, the percentage of whom made financial contributions to your organization in the most recent fiscal year, and the total amount of those combined gifts.

Required Certification Mailing:

- Complete the Grant Application Certification. This is the only form which should be *mailed* to the Foundation. Please print the form, add your information and signature and return to:

Community Foundation of Greater Jackson
525 East Capitol Street
Suite 5B
Jackson, MS 39201

Your application packet is incomplete without this document.

2011 Community Foundation of Greater Jackson Grant Application Certification

Directions: Please print this form, complete all fields, sign it and mail to 525 East Capitol Street, Suite 5B, Jackson, MS 39201.

The below signed accepts responsibility for submission of a grant application to the Community Foundation of Greater Jackson by _____ (organization) for _____ (project, if applicable), attesting that all information submitted in the application materials is true and accurate to the best of his or her knowledge and that any funding, should it be awarded, will be expended only for the purposes outlined in the grant proposal. The applicant acknowledges that it has been disclosed that submission of an incomplete or inaccurate proposal constitutes grounds for denial and that if information contained in the proposal is deemed to be false or funds are expended for purposes other than those expressly stated in the application without prior written consent of the Foundation any grant monies must be repaid to the Foundation.

Name: _____

Signature: _____ Date: _____