



Tipton County Foundation

Grantmaking Policies & Procedures

2016 Edition • The complete text of this document may be read on the Foundation's website. (<http://www.tiptoncf.org/grants.htm>)

Submitting a Proposal

The required content and format are outlined below for a proposal requesting support from the Tipton County Foundation for a charitable project or program. This outline can also be downloaded from our website at http://www.tiptoncf.org/TCF_Proposal.pdf



STEP ONE... the Letter of Intent

If you are interested in submitting a grant proposal to the Tipton County Foundation, the first step is to send us a Letter of Intent. Please mail the completed letter to Tipton County Foundation, PO Box 412, Tipton, IN 46072. You may also email the letter as an attached document, NOT incorporated in the body of your email. Please feel free to contact us with questions: 765-675-1941 or grants@tiptoncf.org. **Please include the following information in your letter:**

Who you are

Name of organization, website if any

Contact Info (contact person, phone, mailing address, email address)

Mission of organization

IRS classification, 501(c)(3) or other

What you would like to do

The nature of the project, no more than 200 words.

Who will benefit (both the target population and number to be served)

When a decision will be needed, when the project will begin, and when the project will end

Total project cost

Portion of project cost you are asking TCF to fund

STEP TWO... the Narrative

After we respond to your Letter of Intent, please draft your own word-processed document when writing your grant proposal. You must include ALL of the following information, in the order it appears, for your proposal to be considered for funding.

Rationale

In this section, you should first incorporate the information from your **Letter of Intent** with any appropriate updates. This is also where you should explain in detail: the *need* for your project, *how* the project will be implemented, and how the success of the project will be *measured*.

Collaboration

Please tell the committee *who else is involved* in this kind of project in or for the Tipton County community, how their work is *like or different* from the project you are proposing, and what other agencies/organizations are *likely to work with you* in fulfilling your plan.

For example, be sure to communicate with the Tipton County Extension Education Center on adult education or training projects. Or, if your project is school/education related, please explain how your project might benefit students in the other school system or those who are home-schooled or privately-schooled.

Organizational Strength

SWOT Analysis

Please analyze the *internal* and *external strengths, weaknesses, opportunities, and threats* that your organization might face. Include your findings in this Narrative.

The Annual Fundraising Plan

Include your written asset development plan indicating strategies and tactics to support *new donor cultivation*, and to strengthen *relationships with existing donors* and to encourage *future giving*. List and describe other grant proposals, events, mailings, and campaigns with time frames, goals for number and amount of contributions, projected expenses, and net proceeds anticipated.

The Strategic Plan

Include a copy of your written multi-year plan that addresses all aspects of the organization, including fund development, community leadership, stewardship, and programs. Indicate progress to date on stated goals and objectives. Identify challenges to achieving goals and objectives and how they are being addressed. Identify specific action steps from your strategic plan that are related to the grant you are proposing.

STEP THREE... the Attachments

Please include the following documents with your proposal in the order they appear.

1. List of Board members, including business affiliations if any, and identification of Board officers
2. Statement of Financial Position (Balance Sheet) for both year-end and most recent period
3. Statement of Activities (Income Statement) for both year-end and most recent period
4. Organization budget, including planned fundraisers (month to be held, and net dollars anticipated)
5. Detailed project budget

Itemized income and expenses. Indicate whether revenue is pending or received, and whether it is in-kind revenue or cash.

Please indicate the portion of the project budget you are asking TCF to fund, whether it is a specific item in the budget or a percentage of the total. Your project budget may include an appropriate portion of your organization's administrative expenses. For example, if staff is needed for oversight of the project, the corresponding portion of his/her salary and benefits could be allocated to this project budget.

6. Evidence that this proposal has the approval of your Board of Directors or governing body

For example, *if you are a teacher, you must obtain a statement of support from your principal and the superintendent/Board of education*. If you have a proposal from a public safety or other government agency, *you must obtain a statement from your supervising elected official*.