

General Guidelines for the Community Foundation of Southeast Kansas' 2010 General Funds Grant Application

The Grant Program

The Community Foundation of Southeast Kansas serves Bourbon, Cherokee, Crawford, and Labette Counties to provide philanthropic opportunities and support for their citizens. The CFSEK also acts as a convener and facilitator within southeast Kansas, supporting collaboration and partnerships with other nonprofits and civic organizations.

As a component of these services, the Community Foundation of Southeast Kansas is announcing its continuing granting of funds through the 2010 General Funds Grant Cycle. The CFSEK will award grants to organizations in southeast Kansas committed to enhancing the lives of citizens in the four counties. This year, the CFSEK will hold Community Conversations in each county it serves to learn more about the current needs of citizens and the local agencies. All projects/programs must be directly related to children and families, education and leadership, community development, and arts and culture (Pittsburg only).

Who Can Apply

Applications will be accepted from qualified 501(c)(3) non-profit organizations and public institutions, including schools, clubs, and civic/community organizations.

All organization and institutions who wish to apply for funding through CFSEK's General Funds are **REQUIRED TO ATTEND** the Community Conversation for the county their program will serve:

Bourbon County: Wednesday, May 7, 2010, 12 pm - Heritage Room, Fort Scott Community College, 2108 S. Horton St., Ft. Scott, KS

Cherokee County: P.A.C.C.C. Meeting, Wednesday, May 5, 2010, 10 am - Class LTD; 300 S. Railroad Ave, Columbus, KS

Crawford County: Crawford County Community Coalition meeting, Monday, May 3, 2010, 10 am - Judicial Center, 602 N. Locust, Pittsburg, KS

Labette County: Labette County Family Coalition meeting, Thursday, April 22, 2010, 8:30 am – SRS Service Center, 300 N. 17th, Parsons, KS

Grant Applications will only be released to those agencies who attend their county's Community Conversation. A sign-in sheet will be provided at each meeting. Be sure to *legibly* sign in and include your contact information.

Concept Papers

Following the conclusion of all Community Conversations, the CFSEK will be accepting concept papers for programs. Concept papers will be approximately three pages in length and will provide a general overview of the program. All concept papers will be reviewed and accepted or declined by the CFSEK Grant Committee. Agencies whose concept papers are accepted will then complete the CFSEK grant application and will be asked to present their application to the Grant Committee. An accepted concept letter does not guarantee funding.

Grant Making Policy

After an initial review and approval from the Grant Committee, the Board of Trustees of the Community Foundation of Southeast Kansas will oversee and approve all grant making and awarding of grants for charitable purposes to qualified 501(c)(3) non-profit organizations and public institutions, including schools, clubs, and civic/community organizations.

Project proposals must have a *direct* relation to children and families, education and leadership, community development, or arts and culture (Pittsburg only); and must benefit the communities within Bourbon, Cherokee, Crawford, or Labette County without discrimination based on race, religion, gender, age, or national origin.

Grant Guidelines

Proposals are considered on the basis of how they improve or enhance the quality of life, education, or situation of the citizens of southeast Kansas. The CFSEK will fund innovative programs or projects that utilize best practices and build the capacity of local agencies. The Foundation particularly is interested in sustainable, proactive, preventative, and future-thinking proposals. Programs or projects that encourage collaboration and partnerships, are results-driven, and that include an evaluation component will be most successful. Although it is not required, applications that demonstrate collaboration between multiple communities will be considered more favorably. Finally, programs or projects that utilize best practices will be viewed favorably. [See *Frequently Asked Questions for a definition of "best practice"*.] All requests for funding of equipment, supplies, food, and/or technology should be strongly defined in your application.

Range of Grant Awards

We plan to designate up to \$95,000.00 to fund projects/programs in the four county area. Please note there is no minimum or maximum dollar amount stated in these guidelines. When creating the budget for your program or project, you should request only what you need to make the project a success.

Evaluation and Collaboration

In order to be considered, applications *must* include an evaluation component. All requests should clearly define the desired goals or outcomes of the proposed program/project, as well as how data will be collected to measure the success of the project. Further, applications which show collaboration with either their County Coalition and/or other agencies and organizations will receive preference during review. The evaluation and collaboration of the project will be outlined in the *Program Chart* in the grant application. Applicants also must be willing to participate in the overall review of their project in partnership with the CFSEK, and will be subject to mid-year site visits, if needed, and end of the year project reports.

Restrictions

The Community Foundation of Southeast Kansas does not make grants to individuals. We also do not support the following:

- ◆ Ongoing operating expenses
- ◆ Travel
- ◆ Religious activities (Religious organizations may be supported if the program or project will serve

the entire community regardless of religious affiliation);

- ◆ Political Activities
- ◆ Organizations that have overdue reports from previous CFSEK grants.

Technical Assistance

The Community Foundation of Southeast Kansas staff is available to answer questions regarding your application. Contact Stephanie Joiner, Program Director at:

Community Foundation of Southeast Kansas

100 S. Broadway, Suite 100
PO Box 1448
Pittsburg, KS 66762

Phone: (620)231.8897
Email: stephanie.joiner@southeastkansas.org
kim.clark@southeastkansas.org

You also may refer to the Frequently Asked Questions.

County Conversation Meeting Dates and Times:

**Cherokee County: Partnership for All
Cherokee County Children**
Wednesday, April 5th, 10 am
Class LTD, 300 S. Railroad Ave, Columbus, KS
66725

Bourbon County:
Wednesday, April 12th, 12 pm
Heritage Room, Fort Scott Community College,
2108 S. Horton St., Fort Scott, KS 66701

**Crawford County: Crawford County
Community Coalition**
Monday, April 3rd, 10 am
Judicial Center, 602 N. Locust St, Pittsburg, KS
66762

**Labette County: Labette County Family
Coalition**
Thursday, April 22nd, 8:30 am
SRS Service Center, 300 N. 17th, Parsons, KS
67357