



322 Walnut Street
Lawrenceburg, IN 47025
Phone: 812-539-4115
Fax: 812-539-4119
dsedler@dearborncf.org
www.dearborncf.org



Investing in our Community

The Dearborn Community Foundation, Inc. is a catalyst to connect people who care with causes that improve the quality of life in our community by advancing cultural, educational and social opportunities, while preserving our community's heritage and helping donors to create a permanent legacy in Dearborn County.

I. General Information

The Dearborn Community Foundation, Inc. (DCF) awards grants that are considered “investments in our community.” In addition, DCF facilitates the delivery of grants for several other organizations. Each grant program has unique criteria and guidelines that will be detailed on the following pages. Please read all of the enclosed information including the **DCF grant policies prior to submitting a completed grant application.** **The grant review process for some grant programs takes up to three months from the grant application due date. Applicants should plan accordingly when considering the date of the project and the date of the grant submission.** It is strongly suggested that all applicants consult DCF prior to submitting a grant application to ensure eligibility.

II. Our Mission

The Dearborn Community Foundation, Inc. is a catalyst to connect people who care with causes that improve the quality of life in our community by advancing cultural, educational and social opportunities, while preserving our community’s heritage and helping donors to create a permanent legacy in Dearborn County.

III. Our Vision

Nurturing each community so that we can always be proud to call Dearborn County home.

IV. Opportunities

Organizations serving residents of Dearborn County that are recognized as tax-exempt by the Internal Revenue Service (IRS) under IRC section 501(c)(3) or under section 501(a), if the purpose of the grant is charitable as defined by the IRS, are eligible to apply for grants for any of the following programs:

- Dearborn Community Foundation County Progress Grant Program
- City of Lawrenceburg Youth Grant Program
- City of Lawrenceburg Community Grant Program (Phase I & II)
- City of Aurora Grant Program
- Sprint Educational Excellence Grant Program

Any school corporation or school sponsored organization wishing to apply for funding through any of our grant programs must first apply for funding through the school’s respective Endowment Corporation/Education Foundation. Documentation verifying the Schools Endowment Corporation/Education Foundation’s decision must accompany the completed grant application.

Submitted grant applications shall contain one (1) original application and the appropriate number of copies indicated on the grant application cover form. This must be done for each grant program from which the organization is seeking grant funds. Binder clips and/or paper clips can be used to separate the copies (absolutely no staples, binders or folders). Applicants should also retain a copy for their records.

V. Grant Evaluation Criteria

The following questions will be taken into consideration when evaluating the request and in making decisions:

1. Is there an established **need** for the project for which the grant is requested?
2. Is it appropriate to make a grant for the requested purpose, or are there other more suitable sources for potential funding?
3. Are there adequate resources available to effectively respond to this need?
4. Does the grant application possess the capacity necessary to insure the success of the project?
5. Does the organization have adequate accounting and financial policies?
6. Is the organization seeking additional funding from other sources?
7. Does the project have the potential to continue beyond the Foundation's funding?

VI. Grant Policies

- **Grants are awarded only to organizations:**
 - whose programs benefit the residents of Dearborn County; and
 - which provide for a responsible fiscal agent and adequate accounting procedures.
- **Generally, grants are not made:**
 - to individuals, except for educational scholarships (which are paid to the educational institute for the benefit of the individual);
 - exclusively for endowment creation (with the exception of endowment matching programs);
 - to fund travel expenses;
 - to sustain ongoing programs/projects; and
 - to fund salaried/contracted positions.
- **No grants are made:**
 - to support political parties, campaigns, or issues;
 - specifically for sectarian religious purposes, but can be made to religious organizations for programs that benefit the general public;
 - for debt reduction of recipient organizations; and
 - to provide for programs, expenses and/or equipment committed to prior to the grant award date

Additional Grant Policy Information

- Grant applicants may be required to submit additional information prior to a grant decision.
- All grant applications are reviewed by the DCF staff and evaluated by a grant and/or advisory committee.
- The grant and/or advisory committee may discuss the application with knowledgeable individuals outside the DCF and may visit applying organizations to obtain supplemental information.
- Recommendations will be presented to advisory committees when applicable and then to the DCF board of directors where final grant decisions are made.
- All grantees must submit a signed copy of the executed grant agreement prior to any grant funds being released.
- The Foundation staff is willing to assist grant applicants in choosing appropriate projects for which to apply.
- **It is not recommended to apply to several grant programs for the same project in the same cycle**
- **The grant review process for some grant programs may take up to three months.** Applicants should plan accordingly when considering the date of a project and the date of the grant submission.
- **All grantees must submit a final grant report within 30 days of completion of the project or by the final grant report date. Failure to submit a final grant report will affect future eligibility.**

VII. Award Notification

Foundation staff will notify applicants, in writing, of grant decisions. Applicants that are awarded grants will receive a grant agreement. Grant payment will be made to an organization after the Foundation receives a signed grant agreement and conditions specified in the agreement are met.

VIII. Grant Programs

Dearborn Community Foundation County Progress Grant Program

- Requests will be considered to support the interests of the community from eligible tax exempt organizations for charitable purposes in the fields of art, culture & humanities, community & public benefit, education, environmental & animal protection, human services and youth programs. The maximum grant award allotted is **\$10,000** per organization per calendar year.

2012 Deadline Dates:

No later than 4 P.M. on day listed

Tuesday, March 6

Tuesday, June 5

Tuesday, September 11

To be considered, complete grant applications must be received in the DCF office no later than 4 P.M. on the deadline date(s) listed above.

City of Lawrenceburg Youth Grant Program

Serving all Youth within Dearborn County

Grants will be made to eligible tax-exempt organizations for programs that directly benefit youth between the ages of 0 and 18 years old. Select programs/teams, those that allow participation of a few children are not eligible to apply, when other organizations are available to offer the same recreational opportunities. Half of the total funding available is allocated to benefit youth programs where 75% of the youth reside in the Lawrenceburg school district and the other half is allocated for youth programs that benefit youth programs where 90% of the youth reside in Dearborn County. **Applicants must provide the percentage of youth that reside in Lawrenceburg school district and the percentage of youth that reside in Dearborn County for their program participants. The maximum grant award per organization per calendar year is \$10,000.**

An advisory committee made up of representatives of the following organizations will advise the Dearborn Community Foundation on grant recommendations among grant applications submitted for consideration: Lawrenceburg Babe Ruth Baseball, Lawrenceburg Community Center, Lawrenceburg/Greendale Soccer Club, Dearborn County 4-H, Lawrenceburg Pee Wee Football, Lawrenceburg Lions Club, and Citizens Against Substance Abuse (CASA).

The Lawrenceburg Youth Grant Program does not provide grant funding for the following items:

- **Salaries;**
- **Employee benefits; and**
- **Trophies and/or ribbons**

- **Any school corporation or school sponsored organization wishing to apply for funding through the City of Lawrenceburg Youth Grant Program must first apply for funding through the school's respective Endowment Corporation/Education Foundation. Documentation verifying the Endowment Corporation/Education Foundation's decision must accompany the completed City of Lawrenceburg Youth Grant Program application materials.**

Generally the Lawrenceburg Youth Grant Program does not provide grant funding for school sponsored programs/projects.

2012 Deadline Dates:

No later than 4 P.M. on day listed

Monday, February 13

Monday, April 9

Monday, June 11

Monday, August 13

Monday, October 8

Monday, December 10

To be considered, complete grant applications must be received in the DCF office no later than 4 P.M. on the deadline date(s) listed above.

City of Lawrenceburg Community Grant Program (LCGP)

The City of Lawrenceburg has generously allocated grant funds specifically for eligible tax-exempt organizations that provide a benefit, direct or indirect, to the Lawrenceburg community and Dearborn County. The Dearborn Community Foundation is pleased to administer this program.

The Program has been set up in two (2) phases:

Phase I: Grant requests of \$5,000 or less will be accepted at any time during 2012.

Organizations still need to allow up to 3 months from the time they turn in their application before a decision is made.

Phase II: Grant requests of \$5,001 - \$100,000 will be accepted during 2012 pursuant to the grant application deadlines listed below.

LCGP Specific Guidelines:

- **grant funds are not granted to sustain ongoing projects/programs;**
- grant applications will be considered as long as funds are available; and
- the maximum grant award allotted is **\$100,000** per organization per calendar year.

2012 Deadline Dates for Phase II:

No later than 4 P.M. on day listed

Tuesday, March 6

Tuesday, June 5

Tuesday, September 11

To be considered, complete grant applications must be received in the DCF office no later than 4 P.M. on the deadline date(s) listed above.

City of Aurora Grant Program

Grants will be made to eligible tax-exempt organizations for projects that will directly benefit the residents of the City of Aurora. Grants from quasi-governmental organizations such as fire departments and emergency units may take priority over other grant requests. A grant and/or advisory committee consisting of the members of the Aurora City Council will advise DCF on preferences among grant applications.

Eligible tax exempt entities that provide specific services for the City of Aurora are also eligible to apply for this grant program. Examples of the types of services include: economic development, EMS, historic preservation, housing, technical assistance, transportation and youth services.

Please note, all applicants will be taken under advisement by Aurora City Council in March 2012.

Deadline Date:

Thursday, March 1– no later than 4 P.M.

Grant funds are no longer available in 2012 after this date

To be considered, complete grant applications must be received in the DCF office no later than 4 P.M. on the deadline date listed above.

Sprint Educational Excellence Grant Program

Sprint has established an endowment fund that generates income for grants for education to eligible tax-exempt organizations. Innovative programs that improve learning opportunities in our community will be considered. Grants are awarded based on the creativity of the project. The maximum grant award allotted is **\$1,000** per organization per calendar year. **Organizations still need to allow up to 3 months from the time they turn in their application before a decision is made.**

Grant applications are accepted throughout the year until funds are depleted.

The Asset Approach

What are Developmental Assets?

Introduction to the 40 Developmental Assets

The Dearborn Community Foundation recognizes the importance of the **40 Developmental Assets** when considering the vision and framework of non-profit organizations and the services they provide to residents throughout our community. Search Institute, developer of the **40 Developmental Assets**, is an independent non-profit organization whose mission is to provide leadership, knowledge, and resources to promote healthy children, youth, and communities. At the heart of the institute's work is the framework of **40 Developmental Assets**, which are positive experiences and personal qualities that young people need to grow up healthy, caring, and responsible.

The Foundation urges and recommends that organizations assess how they can effectively incorporate Developmental Assets into everyday operations. While the **40 Developmental Assets** focus primarily on youth, it is important that organizations recognize the implementation of any number of these assets into their framework, whether they work with adults and/or youth, can produce positive outcomes for anyone and everyone involved, staff included. The Foundation urges your organizations to utilize and address developmental assets as part of any grant request submitted to the Foundation. Use of the **40 Developmental Assets** model will show the Foundation the organization's willingness to make a concerted and unified impact on our community. *Please refer to the model on the next page for a full listing of the **40 Developmental Assets**.*

Search Institute's **40 Developmental Assets** are concrete, common sense, positive experiences and qualities essential to raising successful young people. These assets have the power during critical adolescent years to influence choices young people make and help them become caring responsible adults.

The Developmental Asset framework is categorized into two groups of 20 assets. **External assets** are the positive experiences young people receive from the world around them. These 20 assets are about supporting and empowering young people, about setting boundaries and expectations, and about positive and constructive use of young people's time. External assets identify important roles that families, schools, congregations, neighborhoods, and youth organizations can play in promoting healthy development.

The twenty **internal assets** identify those characteristics and behaviors that reflect positive internal growth and development of young people. These assets are about positive values and identities, social competencies, and commitment to learning. The internal Developmental Assets will help these young people make thoughtful and positive choices and, in turn, be better prepared for situations in life that challenge their inner strength and confidence.

40 Developmental Assets

Assets Type

Asset Name

External Assets Support

1. Family Support
2. Positive Family Communication
3. Other Adult Relationships
4. Caring Neighborhood
5. Caring School Climate
6. Parent Involvement in Schooling

Empowerment

7. Community Values Youth
8. Youth as Resources
9. Service to Others
10. Safety

Boundaries & Expectations

11. Family Boundaries
12. School Boundaries
13. Neighborhood Boundaries
14. Adult Role Models
15. Positive Peer Influence
16. High Expectations

Constructive Use of Time

17. Creative Activities
18. Youth Programs
19. Religious Community
20. Time at Home

Internal Assets

Commitment to Learning

21. Achievement Motivation
22. School Engagement
23. Homework
24. Bonding at School
25. Reading for Pleasure

Positive Values

26. Caring
27. Equality and Social Justice
28. Integrity
29. Honesty
30. Responsibility
31. Restraint

Social Competencies

- 32. Planning and Decision Making
- 33. Interpersonal Competence
- 34. Cultural Competence
- 35. Resistance Skills
- 36. Peaceful Conflict Resolution

Positive Identity

- 37. Personal Power
- 38. Self-Esteem
- 39. Sense of Purpose
- 40. Positive View of Personal Future



2012 Grant Application Checklist

Completed applications **MUST** address all of the following items on this checklist clearly and thoroughly. Failure to include required information with a submitted application will delay evaluation and may cause the application not to be processed.

- A completed “2012 Grant Application Cover Form” (this includes the signed acknowledgment page)**

PLEASE EXPLAIN ALL SECTIONS COMPLETELY IN THE ORDER BELOW

(no more than 5 pages for the organization information and grant request sections)

ORGANIZATION INFORMATION

- Describe the organization and its mission. Include the following information:**
When was the organization established as a non-profit? What is the purpose of the organization? Does another organization provide a similar service to Dearborn County residents?
- Identify the responsible fiscal agent to ensure that adequate accounting and financial policies are followed.**
- Identify who will be responsible for completing the final report once the project/program is completed.**

GRANT REQUEST – MAKE YOUR CASE HERE!

- Describe the project/program:** What activities/services will be provided? What makes this project/program different from other projects/programs that may provide similar services to residents of Dearborn County? Is this a first time project?
- List the estimated number of people to be impacted by this project/program:** How will this project/program directly benefit the community? And if this request is youth related, which 40 Development Assets will be addressed?
- Describe the need for the project/program:** Why/how is this project determined to be a need in the community?
- List the goals and/or objectives of this project/program:** What is the anticipated outcome?
- Identify other potential funding sources, for the proposed project/program, for which the organization has applied or plans to apply and the status of those requests.**
- How much funding for this project/program is being provided by the organization?**
- Describe how the organization and/or project/program will be affected if grant funding is not awarded or partially awarded?**
- Include a detailed timeline for the project/program, from implementation through completion.**
(Keep in mind that it may take up to 3 months from the deadline date before a decision is made concerning the grant application)
- Describe how the organization will evaluate the success of this project/program.**

PROJECT/PROGRAM BUDGET - A detailed budget INCLUDING SUPPORTING DOCUMENTATION FOR ALL QUOTES!

- In a separate one page project/program budget, list all anticipated expenses and the total cost of the project/program even if the total project/program budget exceeds grant request.
- ATTACH three (3) separate comparable price quotes with supporting documentation for each line item in the project/program budget that grant funds are being requested.**

FINANCIAL INFORMATION

- Organization’s current year’s operating budget that shows income vs. expenses.
- Organization’s current year-to-date financial statements that includes income and expenses and balance sheet.
- Organization’s 2011 end-of-year financial statements that includes income and expenses and balance sheet.
- Most recently filed IRS Tax Form 990 including all schedules or e-post card (Form 990-N). **ONLY ONE COPY NEEDED**

ATTACHMENTS

- Include a full list of all grant awards received from DCF and other sources over the past three years. Include the project/program, amount and the status of the project/program.
- A copy of signed board minutes when the grant application was presented and approved by the current board of directors **OR** a statement signed by the board president and treasurer authorizing and supporting the submission of a grant application to the Dearborn Community Foundation for the stated purposes.
- Names, professions, and addresses of the board of directors.
- Copy of Internal Revenue Service tax determination letter. **ONLY ONE COPY NEEDED**
- Copy of the Indiana Business Entity Report for the current year. **ONLY ONE COPY NEEDED**
- Documentation verifying the Endowment Corporation’s decision if School Corporation or school sponsored organization applies for any grant.



**2012 DCF County Progress Grant Application
Cover Form**

Name of the Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person & Title: _____

Phone #: _____ Fax: _____

Email Address: _____

Project Title/Name: _____

Total Project Budget: \$ _____

Total Operating Budget for Current Year \$ _____

Geographical Area Served: _____ Start Date of Project: _____

DCF County Progress Grant Program (Amount Requested) \$ _____

(\$10,000 per organization per calendar year limit)

INSTRUCTIONS:

Submit one (1) original and seven (7) copies
(Binder clips or paper clips can be used to separate copies of grant applications)
(However, absolutely no staples, binders or folders)

The completed application along with all required information referenced in the "**Application Checklist**." should be submitted to:

Attention: Program Director
Dearborn Community Foundation, Inc.
322 Walnut Street
Lawrenceburg, IN 47025

Incomplete applications will not be considered until all required information is submitted to the Dearborn Community Foundation.

Any questions, please call DCF Office at 812-539-4115 or visit our website at
www.dearborncf.org



Acknowledgement & Certification

Acknowledgement

The information contained in this grant application, to the best of my knowledge and belief, is true and correct; the document has been duly authorized by the governing body of the Grant Applicant; and the Applicant organization will comply with applicable laws, regulations, terms and conditions in effect at the time of the grant. I understand that Dearborn Community Foundation, when evaluating this grant application, will review any and all of the information submitted as part of this request with advisors of the Foundation's choosing. I acknowledge that the referenced organization is recognized by Indiana Secretary of State as an active, non-profit entity and can provide documentation to verify.

Certification

Grant Applicant hereby certifies that it will not discriminate on the basis of membership in a protected class under State, Federal and Local law in the use of any funds granted by the Dearborn Community Foundation, Inc. except as otherwise permitted by such law. The Grant Applicant represents and warrants that it will use all granted funds in accordance with applicable laws. Grant Applicant agrees to indemnify and hold harmless the Dearborn Community Foundation, Inc. from all liability based on any act or omission by the Grant Applicant in the use of funds provided by said Dearborn Community Foundation, Inc., or occurring in connection with any program, project or service for which the Foundation has provided a grant.

Signature of President or Chair of Governing Board
(Signature of Principal if request is from a school
or school organization)

Date

Signature of Chief Executive Officer or Treasurer of Board
(Signature of Superintendent if request is from a school
or school organization)

Date



**2012 City of Lawrenceburg Youth Grant
Application Cover Form**

Name of the Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person & Title: _____

Phone #: _____ Fax: _____

Email Address: _____

Project Title/Name: _____

Total Project Budget: \$ _____

Total Operating Budget for Current Year \$ _____

Geographical Area Served: _____ Start Date of Project: _____

City of Lawrenceburg Youth Grant Program (Amount Requested) \$ _____

(\$10,000 per organization per calendar year limit)

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Date



2012 City of Lawrenceburg Community Grant Application Cover Form

Name of the Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person & Title: _____

Phone #: _____ Fax: _____

Email Address: _____

Project Title/Name: _____

Total Project Budget: \$ _____

Total Operating Budget for Current Year \$ _____

Geographical Area Served: _____ Start Date of Project: _____

City of Lawrenceburg Community Grant Program (CHOOSE PHASE BELOW)

PHASE I - \$5,000 AND UNDER **(submit 1 original)** \$ _____

PHASE II - \$5,001 to \$100,000 **(submit 1 original and 7 copies)** \$ _____

(\$100,000 per organization per calendar year limit)

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(However, absolutely no staples, binders or folders)

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or school organization)

Date

Signature of Chief Executive Officer or Treasurer of Board
(Signature of Superintendent if request is from a school
or school organization)

Date



2012 City of Aurora Grant Application Cover Form

Name of the Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person & Title: _____

Phone #: _____ Fax: _____

Email Address: _____

Project Title/Name: _____

Total Project Budget: \$ _____

Total Operating Budget for Current Year \$ _____

Geographical Area Served: _____ Start Date of Project: _____

City of Aurora Grant Program (Amount Requested) \$ _____

(One time application deadline– all funds depleted after this deadline)

INSTRUCTIONS:

Submit one (1) original and one (1) copy

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(However, absolutely no staples, binders or folders)

The completed application along with all required information referenced in the "**Application Checklist**," should be submitted to:

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or school organization)

Date

Signature of Chief Executive Officer or Treasurer of Board
(Signature of Superintendent if request is from a school
or school organization)

Date



**2012 Sprint Educational Excellence Grant
Application Cover Form**

Name of the Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person & Title: _____

Phone #: _____ Fax: _____

Email Address: _____

Project Title/Name: _____

Total Project Budget: \$ _____

Total Operating Budget for Current Year \$ _____

Geographical Area Served: _____ Start Date of Project: _____

Sprint Educational Excellence Grant Program (Amount Requested) \$ _____

(\$1,000 limit per organization per calendar year)

Accepted throughout the year until all funds are depleted

INSTRUCTIONS:

Submit one (1) original

(Binder clips or paper clips can be used to separate copies of grant applications)

(However, absolutely no staples, binders or folders)

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