COMMUNITY FOUNDATION OF BURKE COUNTY (CFBC)
2017 COMMUNITY GRANTS CYCLE

Community Grants allow CFBC to make grants to tax-exempt, 501(c)(3) organizations that have programs benefiting the residents of Burke County. CFBC is pleased to announce that we have implemented the Foundant online grant management system. All Letters of Intent, Applications and required follow-up will be done online.

STEP 1: **Review Funding Guidelines** - Please read the guidelines before applying.

CFBC encourages proposals that:

- demonstrate collaboration and cooperation
- do not duplicate services
- are relevant to overall community needs and available resources
- enhance or improve organizations, which serve clients whose needs are not being met by existing services and which encourage client independence, self-sufficiency and responsibility
- emphasize prevention and early intervention

CFBC is inclined to give favorable consideration to proposals that:

- are pilot programs that can clearly be used as a model for others even though they may require ***funding over a period of up to three years;***
- have reasonable prospects for ***achieving financial stability and have developed a reasonable plan to achieve that stability***
- ***strengthens the community and provides opportunities for greater cultural awareness***

Community Grants will not normally be used for:

- organizations whose primary function is to allocate funds to other charitable organizations or projects
- additional funding for the same project
- routine operating support for ongoing programs

Community Grants will not be used for:

- programs outside of Burke County unless directly benefiting Burke County
- individual and school system specific projects, unless the project meets criteria listed below for Limited Grants or collaborates with another nonprofit
- annual fund campaigns or capital campaigns
- religious or political purposes
- individuals (including scholarships)
- organizations which have not been determined to be tax exempt as described in Section 509(a)(1) and 170B (1)(a) of the Internal Revenue Code
- augmenting endowments
- underwriting for fund raising events
- underwriting for single performances

Limited Grants will be available for the following areas:

- Bill and Hazel Bailey Abernathy Endowment Fund **($822)** – Burke County charitable organizations located east of Valdese
- Camp Lake James Fund **($9,488**) – outdoor educational projects; environmental and historical conservation and research projects; civic projects; scholarship program

- Patton/Cornwell Fund **($5,014)** – educational opportunities for economically disadvantaged people including assistance to at risk pre-school children
- Emanuel A. and Romilda P. Richard Fund **($2,139)** – projects that improve the quality of life in Burke County, North Carolina particularly in the municipality of Valdese, North Carolina

STEP 2: Deadlines – Please review the deadlines before applying.

- **Application Process Opens – June 28, 2017**
- **Application Process Closes - July 24, 2017 at 5:00 P.M.**

STEP 3: How To Apply – To start the grant process, please follow the steps below.

- If you have previously been awarded a grant from CFBC or the Burke Women's Fund (BWF), then log on to https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty. Enter your login information and press the "Log On" button to enter the Foundant Grant Lifecycle Manager. If you have misplaced your login information, please contact the CFBC office at 828-437-7105.
- If you have never applied for a grant from CBFC or BWF, logon to https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty and click on Create New Account.
- After you have registered, you will be directed to the Application Page.
- ***Click on "Apply" to access the Application Form***
- ***Click on "Dashboard" to review the status of your Application and Progress Report form.***

STEP 4: Uploading Files – To upload files, please follow the directions below.

- In general, acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to "Fax to File".
    1. Click "Fax to File" in the menu at the left side of the screen and read the instructions
    2. Select "Request Fax #", a toll-free number will appear on the page.
    3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
    4. Dial the toll-free number. Send a separate fax for each individual file you wish to create.
       Select "Finished Faxing" when you are done to see your list of files.
    5. Your documents will then be available to download to your computer. After downloading to your computer, you will then be able to upload the documents into
       your application form.

STEP 5: Final Grant Decisions

Grant Application: Grant Applications will be reviewed by the CFBC Grants Committee and, if site visits are necessary, they will be scheduled to occur in August and early September.

The Grants Committee will make final recommendations to the Board of Directors at the regularly scheduled September meeting.

STEP 6: **Online System Tips** – Please read the following list of tips that will assist you in completing your online applications.

- The **character counter** includes spaces as well as characters.
- A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
- **You may choose to prepare a response in a document outside of the online system** (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Mircosoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- **It is advisable to download copies of all submitted forms to your computer** via the PDF print packet button available at the top of every form page.
- If you do not provide an answer for one of the **required questions**, you will not be able to submit your application.
- **If your PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to "Reduce File Size".
- Remember that clicking on **"Save"** will allow you to continue to edit your form. Click on **"Submit Form"** when you are completely finished.
- **Once your application has been submitted, it is no longer available for editing**. If you need to make a correction to a submitted form, contact our office at 828-437-7105.