

Community Foundation of Burke County (CFBC)

Community Grants

General Grant Guideline Information

Cycle Deadline – 5pm, May 31

Community Grants allow CFBC to make grants to tax-exempt, 501(c)(3) organizations that have programs benefiting the residents of Burke County. These programs and projects should promote cooperation and collaboration among organizations without duplication of services. At this time we do not review proposals outside of Burke County or make grants or loans to individuals.

In addition, funding for school specific projects is generally not available, unless the project meets criteria listed below for limited funding opportunities.

FUNDING GUIDELINES

CFBC encourages proposals that:

- * demonstrate collaboration
- * affect a broad segment of the population
- * are relevant to overall community needs and available resources
- * enhance or improve organizations, which serve clients whose needs are not met by existing services and which encourage client independence, self-sufficiency and responsibility
- * emphasize prevention and early intervention

In addition, CFBC is inclined to give favorable consideration to proposals that:

- * are pilot programs that can clearly be used as a model for others
- * have reasonable prospects for future support
- * move the community to a higher cultural awareness

Limited Grants will be available for the following areas:

- * Camp Lake James Fund (\$6,200) - outdoor educational projects; environmental & historical conservation & research projects; civic projects; scholarship program
- * Patton/Cornwell Fund (\$4,500) – provides educational opportunities to economically disadvantaged people including assistance to at risk pre-school children
- * Emanuel A. and Romilda P. Richard Fund (\$2,700) – supports projects that improve the quality of life in Burke County, North Carolina particularly in the municipality of Valdese, North Carolina

Community Grants will not be used for:

- * programs outside of Burke County unless directly benefiting Burke County
- * 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 and performances

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GRANT APPLICATION PROCEDURE

The process for submitting grant proposals is easy to follow.

1. Complete the [Notification of Intent form](#). Mail, fax or email it to the Foundation offices by April 30. (Deadline extended until 5pm, Monday, May 2, 2011, since April 30, 2011 is on a Saturday).
2. Notifications of Intent will be reviewed within one week of receipt. If the proposal meets the requirements of the Foundation and is considered to be of critical importance to the Burke County community, a Grant Application will be sent to the organization for completion.
3. Contact the Foundation Offices (info@cfburkecounty.org) to verify that CFBC has received your Notification of Intent.
4. Grant Application deadline is 5 pm, May 31.
5. Grantee is responsible for verifying by email (info@cfburkecounty.org) receipt of the grant application by stated deadline.
6. Applications will be reviewed and site visits will be conducted by the Grants Committee in June, July and August and presented for final approval at the regularly scheduled September Board of Directors meeting.

GRANT APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

- * CFBC official Grant Application (CURRENT – only available through CFBC Executive Director)
- * A current, one page line item budget for this organization including expenses and income sources
- * One page budget for proposed project including expenses and income, delineating how funds from CFBC will be used
- * A one page list of the Board of Directors and Officers including addresses, phone numbers and principle occupation
- * Copy of the most recent audit or year-end financial statement showing sources of income and expenses
- * Most recent monthly financial statement
- * A copy of the organization's 501(c)3 ruling letter (page one only). If the organization does not have this designation then it may have an organization with a 501(c)3 as it's fiscal agent. If that is the case a signed letter by the President or Chairman of the Board of Directors of the fiscal agent stating the Board's approval of this action is required.

ACCOUNTABILITY

All grants will be monitored by CFBC for the duration of the grant period.

Grants are ordinarily made for one year only. However, when circumstances justify, a commitment for second year or multi-year support may be arranged.

When the Foundation does authorize a grant, the applicant is officially notified by mail. The applicant is required to sign a grant agreement supplied by the Community Foundation, which must be returned to the Community Foundation office prior to payment of the grant.

All grant recipients must complete a [progress report](#) on the expenditure of grant funds and the results of the projects supported. Any money not spent for the specific purpose of the grant must be returned to CFBC and cannot be diverted to other uses without the express approval of the Foundation's Board of Directors. Failure to complete and return a progress report may result in ineligibility for future Community Grants.

Community Foundation of Burke County

PO Box 1156
Morganton, NC 28680
Phone: (828) 437-7105
Fax: (828) 437-0433
info@cfburkecounty.org