



COMMUNITY GRANT APPLICATION GUIDELINES

Guidelines are intended to help grant applicants better understand the types of applications the Foundation is likely to fund. These guidelines are only applicable for grants awarded from the Foundation's unrestricted funds. Contact the Foundation at 765.884.8022 for more information.

Priority is given to programs that:

- Reach as many people as possible
- Improve the ability of the organization to serve the community over the long term
- Serve Benton County residents
- Are run by a collaboration of non-profit organizations
- Have multiple sources of funding for the project

The Community Foundation generally does not fund:

- Political organizations or candidates
- Endowments
- Ongoing operating expense
- Individuals
- Special events such as parades, festivals, and sporting events
- Debt or deficit reduction
- Projects funded in a previous year, unless invited to resubmit

Application Process

Step 1: Contact the Community Foundation via email or telephone to discuss your request. Our staff can help you better understand our funding priorities and be sure all of the necessary information is provided in your request.

Step 2: Complete the appropriate grant request process.

Requests of \$1,000 or less

Submit a letter (1-2 pages) to the Foundation describing your request. Be sure to include:

- Description of the project and anticipated timeline
- Total cost of the project, amount requested from the Foundation
- Explanation of the desired outcomes, include data and description
- List of other community partners involved in the project
- Letter must be signed by the governing body of the organization (i.e. board, county council, etc.)

Requests exceeding \$1,000

Complete the grant application at www.bentoncf.org, along with required attachments.

Step 3: Submit your grant request, at any time, through one of these three methods:

- Hand-deliver to the Foundation Office, located within the Demeter Building at 98 S 100 E, Fowler
- Mail to Benton Community Foundation at PO Box 351, Fowler, IN 47944
- Email the request to meghan@bentoncf.org

Questions?

Contact the Foundation at **765.884.8022** or meghan@bentoncf.org.