



THE CHRIST FOUNDATION

Guidelines for Grantseekers

This document provides guidelines for organizations seeking funding from The Christ Foundation. They are not a guarantee for success in obtaining a grant. Each proposal is evaluated with respect to available dollars and alignment with the mission of the Christ Foundation. Due to the large number of funding requests, the Foundation cannot fund all the requests it receives. It is also possible that funding will be awarded, but not at the full amount requested. A decision to deny a grant request does not imply that the Foundation rejects the merit of the proposal, the need it addresses or the organization itself.

Please read these guidelines in their entirety and understand the information that is outlined. If you have any questions, please contact Lewis Yoder, Executive Director. Lewis can be reached at (330) 877-1155 or Lewis@TheChristFdn.org.

Who is eligible to apply for a grant from the Christ Foundation?

Organizations applying for a grant from the Christ Foundation must be not-for-profit with 501(c)(3) status public charities and must have received their tax-exempt determination letter from the Internal Revenue Service.

Can an organization apply for funding for multiple projects/programs?

Organizations may only apply for funding for one project/program in a given 12-month timeframe.

What does the Christ Foundation typically fund?

The Foundation supports projects and programs related to community development, education, health, and human services.

Grant proposals should meet the following criteria:

- Attend to basic community needs;
- Demonstrate the ability to achieve and sustain significant and long-term impact;
- Possess well-defined objectives and measurable outcomes that improve the quality of life in the local community;
- Include financial commitments from funding organizations other than the Christ Foundation; and
- Illustrate plans for long-term sustainability that do not depend on recurring support from the Foundation's competitive grant program

What does the Christ Foundation typically not fund?

The Foundation **will not** fund grant proposals for:

- Lobbying efforts or political action groups
- Labor unions
- Individuals
- Endowment-building campaigns
- Fraternal organizations

The Foundation **may** decline grant proposals for:

- Building funds
- Capital improvements
- Grant-making foundations
- Unanticipated short-term deficits
- Annual fund drives or fund-raising events
- Requests to defray travel/transportation or lodging expenses for either individuals or groups

The Foundation reserves the right to decline a request if it does not meet eligibility requirements or for any other reason as determined by the Foundation. All decisions to decline a grant request are made at the sole discretion of the Foundation and may not be appealed.

What is the grant application procedure?

1. Complete a Grant Application. The Foundation will consider grant applications during three separate cycles (spring, summer, and fall). For the spring cycle applications should be submitted by March 31st but not before **February 15th**. For the summer cycle applications should be submitted by June 30th but not before **May 15th** and for the fall cycle applications should be submitted by September 30th but not before **August 15th**. The application is to be completed and the required documents attached and submitted via the application platform on the website. Attachments required include the following:
 - Detailed budget for the current year
 - Current financial statements (balance sheet and operating statement)
 - Detailed budget for the program/project for which the grant is being requested
 - List of organization's current board members
 - Copy of the Internal Revenue Service ruling or determination letter of status under Section 501(c)(3) and 509(a) of the Internal Revenue Code
 - List of top 10 donors for prior fiscal year

2. At some point after your application is submitted someone from the Foundation may contact you for a meeting or a request for more information.
3. Within 45 days of submitting your application, you will receive communication from the Foundation as to whether your application has been approved, denied, or forwarded to the Trustees for consideration.
4. Trustees' Review. The Executive Director will present **some** of the applications to the Foundation's Trustees for review. The trustees will then make final funding decisions.
5. Notification. After review of your application, your organization will be notified as to whether or not you have been approved for funding, and at what amount.

What is required of organizations that receive a grant from the Christ Foundation?

If an organization's proposal is funded a Grant Agreement may or may not be required in order to obtain the actual funds. The Grant Agreement outlines the limits and conditions under which the grant has been authorized. Before a proposal is submitted, please ensure that your organization can meet the terms of the following items which appear on the Grant Agreement:

- The funds received must be used as outlined in the grant request, and not for any other purpose. Any portion of the grant not used for the purpose outlined must be returned to the Foundation.
- The Foundation must be notified if there is a change in the organization's legal or tax status, a change in the key staff responsible for executing the terms of the grant or a change in the organization's ability to use the grant for the purpose indicated in the grant application.
- A post-Grant evaluation must be submitted by the due date assigned by the Christ Foundation.
- The Foundation must have access to various records relating to the grant should the need arise for any audit or verification. The organization must maintain such files and records for a period of a minimum of four years after the funds have been distributed by The Christ Foundation.
- Additional project/program or organization information must be provided as requested by the Foundation.

The Foundation reserves the right to end, alter or withhold any payments under an approved grant or to require a total or partial refund of any grant award if the Foundation finds in its sole discretion that: your organization has not complied with the terms of the grant; has failed to protect the purpose and objectives of the grant or other charitable activities of the Foundation; or has not complied with any law or regulation applicable to your organization, the Foundation or the grant.

Timelines

- Spring Cycle
 - Grant application should be submitted between **February** 15th and March 31st.

- The Executive Director and/or one of the Trustees may contact you to conduct an interview or request more information. This contact will occur at any time after your application has been submitted.
- The Trustees meet the middle of May to review certain grant requests and hear recommendations from the Executive Director.
- The Trustees issue final funding decisions of all recommendations at their meeting.
- Notifications are then sent to organizations by the last Friday in May.

- Summer Cycle

- Grant application should be submitted between May 15th and June 30th.
- The Executive Director and/or one of the Trustees may contact you to conduct an interview or request more information. This contact will occur at any time after your application has been submitted.
- The Trustees meet the middle of August to review grant requests and hear recommendations from the Executive Director.
- The Trustees issue final funding decisions of all recommendations at their meeting.
- Notifications are then sent to organizations by the last Friday in August.

- Fall Cycle

- Grant application should be submitted between August 15th and September 30th.
- The Executive Director and/or one of the Trustees may contact you to conduct an interview or request more information. This contact will occur at any time after your application has been submitted.
- The Trustees meet on or around November 16th, to review grant requests and hear recommendations from the Executive Director.
- The Trustees issue final funding decisions of all recommendations at their meeting.
- Notifications are then sent to organizations by the first Friday in December.

