



CHARLOTTE
COMMUNITY
FOUNDATION

**2020 COVID-19 Crisis Relief
Grant Guidelines**

As the community's Center for Philanthropy, the Charlotte Community Foundation (CCF) places a top priority on annual grant making. We seek to support local nonprofit organizations through investments that will have the greatest possible positive impact on the citizens of Charlotte County. These investments are designed to enhance nonprofit programs or services that will deliver measurable improvements in output and a demonstrable outcome for those served. We also encourage partnerships and collaborations between local organizations to maximize the collective impact of our grant making.

Our Mission:

Charlotte Community Foundation connects people who care with causes that matter.

We are a local community foundation, focused on stimulating private and public philanthropy dedicated to enhancing the quality of life in Charlotte County, strengthening our community's nonprofit organizations and supporting projects, programs and services that address our community's current and emerging needs.

Grant Making Focus/Priorities:

The Charlotte Community Foundation awards individual grants up to \$15,000 to nonprofits that address specific identified needs of the community and which will demonstrate a measurable and positive impact for Charlotte County residents in light of COVID-19 Crisis. Consideration is given to the following in determining the merits and priority of an application for funding:

- Program / services proposed are community priorities and factual and/or statistical information exists that supports the priority.
- Program / services address emerging community needs, answer existing ones more effectively, or allow for a wider constituency.
- Program / services does not duplicate and is distinctive from other existing efforts.
- The nonprofit possesses the capability to achieve the program / services expected results.
- The expected outcomes are clearly defined, measurable and will be documented to primarily benefit Charlotte County.
- The program's / services' degree of potential impact to the community or specific constituents.
- Program / services include a partnership or collaboration between organizations which results in innovative solutions and stronger results.
- Program / services have secured or are likely to secure additional funding.
- Program / services can demonstrate evidence of strategic growth towards future program / service sustainability.
- Needed operational funding can be applied for to help with current budgeted expenses, not to include overhead.
- Grant funding should be expended within 90 days of receiving funds and final report is due at 180 days of receipt. In the event that an agency will not be able to expend the funds within the first 90

days, a written request will be submitted for approval to the CCF Board of Directors. Unspent funds will be returned to CCF.

Focus Areas: COVID-19 Crisis Relief

CCF COVID-19 Crisis Relief Grants are made to Nonprofit 501 (C)(3) charitable organizations OR Governmental Organizations as described in 501(c)(1) and 509(a)(1) of the Internal Revenue Code that have been in existence for at least two years and whose focus is in one of the following*:

Depending on number of grant applications, not all will be funded.

Pre-grant Due Diligence and Eligibility:

“Due diligence” is the process of review that precedes the approval of a grant. The primary purpose of due diligence is to ensure that grants are made for purposes that are consistent with IRS regulations (i.e., charitable purposes) and that the organization receiving the grant is both legitimate and capable of carrying out the purpose for which the grant is intended. In addition to the focus areas and priorities mentioned previously, the Foundation will evaluate each organization requesting a grant to determine eligibility. Applicants will be required to provide evidence of the following which will be validated by Foundation staff:

- A current 501(c)(3) status OR
- Governmental Organization as described in 501(c)(1) and 509(a)(1) of the IRC.
- Location in and/or primary service to residents in Charlotte County.
- Metrics and outcomes demonstrate that Charlotte County will primarily benefit from these grant funds.
- Demonstrated fiscal responsibility and sustainability.
- Submission of all information requested on grant application.
- Willingness to provide additional information as deemed necessary for grant decision.

Applicant Requirements:

Applicant must provide proof of commitment to Nonprofit Best Practices by submitting:

- Copy of most currently filed 990 and proof of Financial Statements as approved by the nonprofit board.
- Copy of current 501(c)(3) status Determination Letter and Articles of Incorporation OR proof of Governmental Agency as described in sections 501(c)(1) and 509(a)(1) of the Internal Revenue Code.
- 501(c)(3) active and current for the last two consecutive or more years.
- Requested amount budget to include timeline to expend funds within 90 days of receipt.
- YTD Budget Pre COVID-19 Crisis.
- YTD Budget Post COVID-19 Crisis.
- Budget to include additional relief funds from SBA, Giving Challenge or other entities.

Recipient Requirements:

- Provide an Interim Report, due at 90 days to summarize the grant's progress to date and a Final Report, due within 180 days of the receipt of funds. The report will include the measurable outcomes, final expenses, and proof of website, social/news media recognition announcements.
- Return unused funds to the Charlotte Community Foundation.

CCF COVID-19 Crisis Relief Grants WILL support: program/service delivery and equipment

Program / service delivery and equipment expenses could include but are not limited to:

- Program supplies that are fundamental to the delivery of the program / service which directly impacts a community need.
- Part-Time, periodic wages that are fundamental to the delivery of a specific short-term program or service.
- Equipment required in order to provide a program / service that directly addresses a community need.

Additional Exclusions – CCF COVID-19 Relief Grants WILL NOT support:

- Annual Campaigns
- Fraternal organizations, societies or orders
- Grants to Individuals
- Advancement of a particular religion or faith
- Lobbying or similar activities
- Political organizations or campaigns
- Scholarly Research
- Event Sponsorships

Additional Consideration will be awarded for the following:

- Current Agency Fund Holder with CCF.
- Collaboration with other Nonprofit(s) or Governmental Agency(s).
- Matching funds have been or will be secured.
- Governance by a volunteer board of directors of which 60% or more live &/or work in Charlotte County.

GRANT PROCESS: If you feel that your organization qualifies for this grant making process and you have a program/service that meets these criteria, please submit a grant application/proposal for your funding request using the online application procedure. A grant committee comprised of community volunteers will review and evaluate your grant proposal. Requests are not accepted after the deadline. All recommendations by the Community Investment Grants Committee and decisions of the Board of Directors are final and are not negotiable.