

JASPER NEWTON
Foundation

Community Grants Packet

2019 INFORMATION



Applications in Word format are available for download on our website:
www.jaspernewtonfoundation.org

Click on the “Apply for Grants” tab and locate the April or October Community Grant Cycle.

This packet is intended to inform you of the grant application process through the Jasper Newton Foundation Inc.

If you have further questions, please call our staff at (219) 866-5899 or (219) 285-5899 for more assistance.

**Grants
Overview**

**Grant
Procedure**

**Sample
Application
2019**

Grants Overview

Unrestricted Community Grants

April 1 and October 1 Deadline for 2019

The Jasper Newton Foundation Inc. accepts grant applications to our respective Community Funds two times a year in both Jasper and Newton Counties.

When applying for a Community Fund Grant:

#1. You are strongly encouraged to call the Foundation office and share your idea with our Executive Director or Program Director before submitting your formal application.

#2. Once you have made your phone call – you may find our application at the following website for printing:

www.jaspernewtonfoundation.org

Click on “Apply for a Grant” tab.

The **Community Fund Grants** are designed to help our local organizations with capital purchases that are significant to building their capacity to serve the community, address an emerging need in the two-county area, and are a catalyst for community action pride.

The Foundation is unlikely to fund (or will not fund) the following:

Reduction of debt (including previous purchase reimbursement).

Travel, Salaries, Attendance at conferences or seminars.

Grants to Individuals, Churches for the promotion of their religion, annual giving campaigns, National Organizations or Political Activities.

If you have received a grant in the last 12 months – you are not eligible.

If you have a balance remaining on a previous grant or incomplete final grant report – you are not eligible.

The Jasper Newton Foundation **strategically** seeks out applications from organizations who are planning projects that fit the following criteria:

Provide **BIG** Benefit for a **LARGE** part of our community.

Create partnerships with other local agencies.

Encourage matching \$\$\$ from another donor or organization.

NEW ideas not being offered here.

BUILD THE CAPACITY OF YOUR ORGANIZATION.

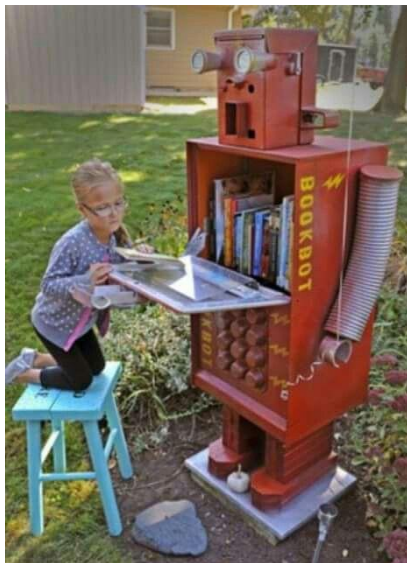
Innovative ideas that need “seed money” to get started.

Grant Procedures

What you can expect.

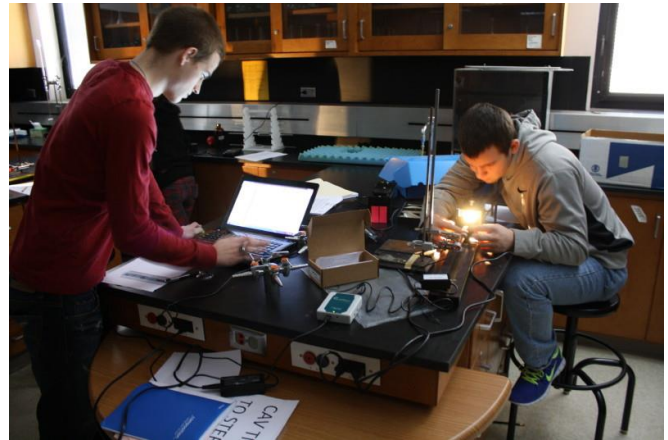
Our Grants Committees and County Boards spend a lot of time looking into your requests and discussing the merits of each case.

When you turn in your grant application it begins a unique journey through the Jasper Newton Foundation. The Program Director and Executive Director review all the applications initially, to make sure they were filed on time, are complete, and there are no glaring issues that stick out. Copies are made (if necessary) and then grants are assigned to a Grant Committee Volunteer in your county. This is the special person who will be reaching out to you and your board or staff to verify your application and ask any questions they might have during the review.



April 1 and October 1 Deadline for 2019

**Applications must be postmarked BY or delivered ON the Due Date to be eligible. If you mail it the day of or later – we will not accept your application.



The grant review process usually takes between 4-6 weeks, to get final approval from the Governing Board of the JNF.

You will be notified in writing regarding the outcome of your application. The correspondence will provide the next steps for you if your grant has been approved. Your grant acceptance and Final Report will all be completed online. You have 12 months to file your Final Grant Report.

As always, our helpful staff is ready to assist you in all of these processes.

Mail your completed application and 6 copies of your grant packet to:

Mail it in!

Jasper Newton Foundation Inc.
PO BOX 295
Rensselaer, IN 47978
(Or drop it by at 301 N Van Rensselaer St. Rensselaer, IN 47978)

Application 2019

What to include in your Grant Application Packet

The things you include in your packet are critical for our volunteers to evaluate your program and decide if it is the right funding situation for the community foundation.

#1. Make sure to include the Application Front Cover Page. This is the basic “who’s doing what” information, but it helps us catalog the application quickly and gives us contact info at our fingertips.

#2. Listing of current Officers and/or Board of Directors. We want to know who is helping your organization be the best they can be. We also want to be able to ask them questions about your project and how important it is to your organization and community.

#3. Financial Reports. We would like to see your **Current Year Budget** and **Statement of Financial Position** (assets). This helps our team know what you are working with and also gives us a chance to see if we recognize any red flags in your finances.

#4. IRS 501(c)(3) Designation Letter and most recent IRS 990 tax filing. We have found organizations that have lapsed in annual tax filings. We just want to help you stay on top of your annual filings and make sure you have your “ducks in a row” so to speak.

#5. The Narrative of your program with the following sections:

- Outline of the Project’s Goals and Objectives
- Plan of Implementation
- Project Budget
- Staff/Volunteer facilitating
- Method of Evaluating the success/shortfall of your project
- Why this is so important to a large part of our community.



SAMPLE DOCUMENT

Application for Community Fund Grant

P.O. Box 295 Rensselaer, IN 47978 (219)866.5899 or (219)285.5899

www.jaspernewtonfoundation.org

Due April 1 and October 1 yearly

Please submit to the following location: (circle one) Jasper County or Newton County

Date: _____

LEGAL NAME OF AGENCY Requesting Funds: _____

Federal Tax ID# or EIN#: _____

Address: _____

City: _____ Zip Code: _____

Contact Person _____

Phone: _____ E-mail: _____

Amount Requested: _____ Pertinent Dates Involved: _____

PROGRAM DESCRIPTION: (Brief 1-2 sentence summary)

Have you applied to other agencies or foundations for this project?

Yes _____ No _____ If so, please indicate _____

FOR OFFICE USE ONLY

Date Received: _____ Date Approved: _____

Category: _____ Date Denied: _____

Amount Granted: _____ Special Conditions: _____

SAMPLE DOCUMENT

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*****PLEASE SUBMIT 6 COMPLETE COPIES OF THE FOLLOWING:**

[The application will not be reviewed if ALL sections are not submitted.](#)

1. Application (first sheet filled out completely) SAMPLE
2. List of Officers and Board Directors with contact information. SAMPLE
3. The organizations current year budget and recent Statement of Financial Position. SAMPLE
4. A copy of the organizations Federal 501(c)(3) Tax Designation letter from the IRS and copy of most recent IRS 990 tax filing. (To save paper, your IRS Form 990 can be emailed to ahughes@jasperfdn.org) SAMPLE
5. Narrative that includes the following sections (*no more* than 2 pages in length, total):
 - Outline of the Project's Goals and Objectives SAMPLE
 - Plan of Implementation SAMPLE
 - Project Budget SAMPLE
 - Staff who will be facilitating SAMPLE
 - Method of Evaluating the successes/shortcomings of the project SAMPLE
 - Why this proposal is important to the Community SAMPLE

