



**THE
CHRIST
FOUNDATION**

Guidelines for Grant Seekers

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 Christ Foundation cannot fund all of 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 by phone at 330-877-1155 or email at lewis@thechristfdn.org

Commonly Asked Questions

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 time frame.

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The Christ Foundation's Funding

WHAT DOES THE CHRIST FOUNDATION TYPICALLY FUND?

The Christ 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 our community.
- Include financial commitments from funding organizations other than The Christ Foundation.
- Illustrate plans for long-term sustainability that do not depend on recurring support from The Christ Foundation's competitive grant program.

WHAT DOES THE CHRIST FOUNDATION TYPICALLY NOT FUND?

The Christ Foundation will not fund grant proposals for:

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

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

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Application Procedures

WHAT IS THE GRANT APPLICATION PROCEDURE?

1 - Complete a Grant Application. The Christ 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 January 15th. For the summer cycle applications should be submitted by June 30th but not before April 15th and for the fall cycle applications should be submitted by September 30th but not before July 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:

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- 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 - Set up a Meeting. Shortly after the grant application deadline, the Executive Director will contact your organization to set up a meeting to discuss your application.

3 - Trustees' Review. The Executive Director will present the application to the Foundation's Trustees for review. The trustees will then make final funding decisions.

4 - Notification. After Trustees' approval, your organization will be notified via email whether or not you have been approved for funding, and at what amount.



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Organization Requirements

WHAT IS REQUIRED OF ORGANIZATIONS THAT RECEIVE A GRANT FROM THE CHRIST FOUNDATION?

If an organization's proposal is funded a Grant Agreement will be sent along with your notification letter. 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 Christ Foundation.
- The Christ 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 Christ 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 Christ Foundation.

The Christ 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 Christ 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 Christ Foundation; or has not complied with any law or regulation applicable to your organization, The Christ Foundation or the grant.

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Timelines

SPRING CYCLE

- Grant application should be submitted between *January 15th and March 31st.*
- The Executive Director and/or one of the Trustees will contact you to conduct an interview at some point during the last two weeks of April or the first week of May.
- The Trustees meet the middle of May to review grant requests and hear recommendations from the Executive Director.
- The Trustees issue final approval of all recommendations at their meeting.
- Notification emails will be sent to organizations by the last Friday in May.

SUMMER CYCLE

- Grant application should be submitted between *April 15th and June 30th.*
- The Executive Director and/or one of the Trustees will contact you to conduct an interview at some point during the last two weeks of July or the first week of August.
- The Trustees meet the middle of August to review grant requests and hear recommendations from the Executive Director.
- The Trustees issue final approval of all recommendations at their meeting.
- Notification emails will be sent to organizations by the Last Friday in August.

FALL CYCLE

- Grant application should be submitted between *July 15th and September 30th.*
- The Executive Director and/or one of the Trustees will contact you to conduct an interview at some point during the last two weeks of October or the first week of November.
- The Trustees meet November 16th to review grant requests and hear recommendations from the Executive Director.
- The Trustees issue final approval of all recommendations at their meeting.
- Notification emails will be sent to organizations by the first Friday in December.