

Grant Application Guidelines

Heritage Fund accepts competitive applications for Community Fund grants four times each year. Grant awards are announced approximately 8 weeks after each deadline.



NEW IN 2024: GRANT LIFECYCLE MANAGER

Beginning Jan. 1, 2024, all grant applications will only be accepted online through Heritage Fund's website. Grant applicant training and open office hours for questions will be held upon request. To sign up for a GLM training, please register on our website.

APPLYING FOR A GRANT

Grant seekers are strongly encouraged to contact Heritage Fund's Director of Community Impact to discuss your grant proposal prior to submitting a formal application.

Once you have discussed your proposal with program staff, you will need to complete and submit an LOI. The review committee will consider the LOI and contact the organization with questions. After LOI approval, the organization will be given access to the full online application.

Sample LOI and grant application attached below.

FOR MORE INFORMATION

Contact program staff by calling 812-376-7772;
visiting us at 538 Franklin Street, Columbus, IN 47201;
or on our website: heritagefundbc.org

ADDITIONAL GUIDELINES*

Heritage Fund's Statement on Diversity, Equity and Inclusion

The Heritage Fund commits to establishing a community that values diversity, equity, and inclusion. We believe that our differences are a source of strength and that understanding, appreciating, and celebrating our differences will ensure a stronger and healthier community. Heritage Fund invites our donors, our community partners, and our stakeholders to invest in creating a forward-thinking community that is welcoming, respectful, and actively engaged in racial and cultural equity.

Geographic Area We Serve

Bartholomew County, Indiana

Primary Grantmaking Areas of Interest

- Youth Development
- Arts, Culture, Architecture and Design
- Downtown Vitality

Secondary Grantmaking Areas of Interest

- Diversity, Equity, Inclusion*
- Leadership Development
- Responsive Community Needs

The Community Foundation favors awarding grants that:

- Create or enhance innovative approaches to meet community needs and opportunities
- Create or enhance collaborations with other organizations
- Reach a broad segment of the community
- Stimulate and encourage additional funding
- Promote cooperation and avoid duplication of services
- Have a plan for ongoing sustainability of the effort past the granting period

The Community Foundation places low priority on the following, which are unlikely to receive funding:

- Projects where Heritage Fund is the sole funder
- Reduction of debt (including payment for items purchased prior to grant approval)
- Programs that fall more appropriately under government funding
- Requests from organizations that have an open Community Funds grant file (i.e., a balance remaining on a previous grant or an unfiled final report)

The Community Foundation will NOT consider grants for:

- Ongoing operational expenses or unexpected gaps in operational budgets
- Individuals
- Political activities or those designated to influence legislation
- Individual school needs, unless approved in writing by the school administration
- National and/or state organizations (unless the monies are to be used solely to benefit citizens of Bartholomew County)
- Faith-based organizations unless the project in question is not religious in nature, is not restricted based on faith, and involves no faith-based proselytizing.

**These guidelines are for Heritage Fund's Community Fund (non-designated), from which competitive grants are awarded. Please contact us for information on other fund types.*

Community Fund Grant Application

Heritage Fund The CF of Bartholomew County

Community Fund Application Letter of Intent

The Community Foundation will accept competitive applications for Community Fund grants. The LOI is due one week prior to the application deadline.

Grant awards are announced approximately 8 weeks after the submission deadline. Nonprofit organizations serving residents in Bartholomew County are encouraged to apply.

Primary Grantmaking Areas of Impact

- Arts, Culture, Architecture and Design
- Downtown Vibrancy
- Youth Development

Secondary Grantmaking Areas of Interest

- Diversity, Equity, Inclusion
- Leadership Development
- Responsive Community Needs

Sample

Organization Mission Statement*

Character Limit: 5000

Is your Organization a 501c3 as designated by the IRS?*

Please note: Heritage Fund only considers requests from organization's with 501c3 status.

Choices

Yes

No

If your organization does not have a 501c3 status, do you have a fiscal sponsor?

Choices

Yes

No

Project Name*

Character Limit: 100

Amount Requested*

Character Limit: 20

Total Project Budget**Character Limit: 20***Brief Project Description***

Please briefly describe your request. You will have an opportunity in the application to go into further detail.

*Character Limit: 1000***Project Start Date****Character Limit: 10***Project End Date****Character Limit: 10***Focus Area*****Primary Grantmaking Areas of Impact**

Arts, Culture, Architecture and Design
Downtown Vibrancy
Youth Development

Secondary Grantmaking Areas of Interest

Diversity, Equity, Inclusion
Leadership Development
Responsive Community Needs

Choices

Downtown Vibrancy
Arts, Culture, Architecture and Design
Youth Development
Diversity, Equity, and Inclusion
Leadership Development
Responsive Community Need

501c3 Designation Letter

Please provide a copy of your organization's 501c3 designation letter.

File Size Limit: 2 MB

Sample

Community Fund Grant Application

Heritage Fund The CF of Bartholomew County

Organizational Readiness

Organization Mission Statement

Character Limit: 5000

Ongoing Training and Capacity Building

How has your organization prioritized training and capacity building around diversity, equity, inclusion and belonging over the past two years? Please include relevant information around ongoing programs, staff training, hiring practices and policy development.

Character Limit: 5000

How does your organization collect and analyze demographic data to further your work?*

Character Limit: 5000

Financial Statements*

Please provide your most recent audited financial statements.

File Size Limit: 4 MB

Please provide your organization's current annual operating budget and year-to-date actuals*

File Size Limit: 4 MB

Board Roster*

Please provide a board roster, including board members' contact information and professional affiliation.

File Size Limit: 2 MB

501c3 Designation Letter

Please provide a copy of your organization's 501c3 designation letter.

File Size Limit: 2 MB

Project Information

Project Name*

Character Limit: 100

Focus Area*

(List your foundation's areas of focus. The applicant will select the focus area that their project addresses. Examples below.)

Choices

Downtown Vibrancy
Arts, Culture, Architecture and Design
Youth Development
Diversity, Equity, and Inclusion
Leadership Development
Responsive Community Need

Project Description*

Character Limit: 2200

Data*

Is this request informed by any existing data? If so, please explain and provide any relevant data to support your request below.

Character Limit: 5500

Project Budget - Include both income and expense for the project*

File Size Limit: 4 MB

Amount Requested*

Character Limit: 20

Total Project Budget*

Character Limit: 20

Additional Funding Sources

Please include any and all sources of funding for this project

Funding Source	Funding Amount	Funding Status

Project Goals & Anticipated Outcomes*

What is the priority impact for this project? Please include any relevant data to support your answer.

Character Limit: 2200

Secondary Goals and Anticipated Outcomes

Is there a secondary impact you are hoping to achieve with this project? If so, please explain here.

Character Limit: 2200

Goal Measurement*

Please explain how project goals will be measured.

Character Limit: 2200

Population Served*

Please provide the demographic breakdown of who this project will serve.

Character Limit: 2200

Sustainability*

Describe how this grant will make your organization stronger in the short-term (1-2 years) and how the impact will be maintained in the long-term (3-5 years).

Character Limit: 2200

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Project Timeline

File Size Limit: 4 MB

Geographic Area Served*

Please select the regions your project will most directly impact.

Choices

Bartholomew County

Other

Letters of Support

Please include any relevant letters of support from community partners.

File Size Limit: 4 MB

Sample

Supplementary Documents

Please feel free to include any supplementary documents that might be helpful to understanding your project. (Note: This is optional.)

File Size Limit: 1 MB

Sample