

Washington County Community Foundation, Inc.
Grant Making Guidelines for Permanent Funds

- I. Unless specifically provided for in the agreement establishing the permanent fund, all grants shall be derived from income. The term income shall mean an amount, equal to a percentage, of the average fair market value of the fund's assets over the preceding three years. The Trustees shall annually adopt a percentage for income determination, but in no event shall the percentage be less than 2% nor more than 7% per year.

- II. Distributions from all permanent funds shall be in accordance with the donor's intent as defined in the agreement creating the fund. The Allocations & Programs Committee shall annually review the list of funds and their charitable purposes. Publicity encouraging applications to funds shall provide the funding parameters and only those applications that clearly meet the donor's intent shall be considered for funding. After appropriate review by the Allocations & Programs Committee, grant recommendations shall be advanced to the Board for formal approval. *Any direct solicitation of any member of the Allocations & Programs Committee or any member of the Board of Trustees will result in immediate termination of applicant consideration.*

- III. The Foundation issues grants year-round and has established specific application procedures and deadlines for different types of permanent funds.
 - A. Designated Agency Funds (Deadline is March 31) - Only predetermined agencies may apply for funding. The application form is sent annually by the Foundation to each designated agency. Agencies are required to submit a copy of the annual audit and/or Federal Form 990.

 - B. Designated Scholarship Funds (Deadline is April 1) - Scholarship forms are available on the website, through appropriate high school guidance counselors, or through college financial aid offices. Each scholarship has pre-determined criteria, which are strictly adhered to in the selection process. Generally, awards are announced and posted to the Foundation website in May or June. Scholarship applications will not be returned.

 - C. Special Grants / Awards (Deadline is May 1) – Annually, the Foundation accepts applications for two \$10,000 grants which will be announced at the Foundation's June *Legacy Gala*.
 1. *Directors Choice Award* – Created by the Board of Trustees in recognition of the 10th anniversary of the Foundation's first executive director, Betsie Trew, and to "honor the Foundation's earliest donors who were willing to invest in the Community Foundation when it was a great idea waiting to happen" – Eligible charities will

- a. have an operating budget of less than \$250,000
- b. have been in existence for at least three years
- c. provide a program in at least one of the six funding areas supported by the *Acorn Fund* which include arts & humanities, education, environment & animal welfare, health & fitness, human needs, religion & faith based.
- d. Interested agencies should submit a letter of application, maximum of three pages, on the charity's letterhead providing an overview of the organization, intended use of the \$10,000 grant, and addressing each of the three criteria upon which the applications will be evaluated. Financial statements, audited if available, for the last five years, should also be submitted, along with any supporting documents. Criteria are as follows:
 - i. quality of programming
 - ii. community impact as gauged by the number of people served, programs offered, or other measurable evaluation
 - iii. improvement in the balance sheet since inception or over the past five years

2. ***Mother's Fund*** – Created by the Board of Trustees and a grant from the FISA Foundation in 1999 to support disadvantaged women and / or children in Washington County, the fund awarded modest grants ranging from \$300 to \$1,000 from 1999 through 2006. In 2007, as part of the *Women of Philanthropy Education & Development Campaign* which recognized the Foundation's first female Chairman of the Board, Carlyn Belczyk, generous donors contributed more than \$225,000 to the Fund, enabling the annual grant to be increased to \$10,000. Eligible charities will operate a program which benefits disadvantaged women and / or children in Washington County. Interested agencies should submit a letter of application, maximum of three pages, on the charity's letterhead providing an overview of the organization and the intended use of the \$10,000 grant. A project budget should also be submitted, along with any supporting documents.

D. ***Designated Field of Interest, including Geographic Funds (Deadline is July 1)*** - Interested agencies should submit a letter of application, maximum of one page, on the charity's letterhead, providing a brief overview of the organization and intended use of the grant. A project budget should also be submitted, along with any supporting documentation. Funds include:

1. ***Abernathy Fund for Conservation*** – conservation projects; requests should be limited to \$1,000
 2. ***McBride-McMaster Fund*** – projects which support the needy or promote historic education or preservation; requests should be limited to \$1,000
 3. ***Judge Samuel Rodgers Fund*** – literacy projects; requests should be limited to \$200
 4. ***Arts & Humanities Fund*** – arts & humanities projects; requests should be limited to \$200\
 5. ***Joseph Perkins Fund*** – youth programming in Burgettstown; requests should be limited to \$100
 6. ***Community Endowment for Peters Township*** – charitable projects benefiting the community of Peters Township; requests should be limited to \$1,000
 7. ***Canonsburg Community Fund*** - charitable projects benefiting the community of Canonsburg; requests should be limited to \$100
 8. ***O.W. Wilkerson Fund*** - charitable projects benefiting the community of Claysville; requests should be limited to \$1,000
 9. ***Washington County Youth Conservation Camp Fund*** – conservation projects, particularly those that educate youth about conservation; requests should be limited to \$100
 10. ***Craig Gnagey Memorial Fund*** – youth projects benefiting the communities served by the Trinity and Washington School Districts; requests should be limited to \$200
 11. ***Danny DaPra Legacy Fund*** – youth projects benefiting the communities served by Canon-McMillan and Peters Township School Districts; requests should be limited to \$500
- E. ***Discretionary Funds (Deadline is September 1)*** - Interested agencies should submit a letter of application, maximum of one page, on the charity's letterhead, providing a brief overview of the organization and intended use of the grant. A project budget should also be submitted, along with any supporting documentation. Grant requests should be limited to \$1,000. Funding areas include:

1. *Arts & Humanities* – projects that encourage and demonstrate artistic creativity and appreciation and enjoyment of the arts and culture, including visual and performing arts, museums, arts education, and public media.
 2. *Education* – projects to enhance the education experience for persons of any age; that encourage literacy; and promote lifelong learning skills.
 3. *Environment & Animal Welfare* – projects to enhance the quality of life, to ensure biodiversity, to mitigate or investigate the impacts of pollution on the local region. Includes conservation, resource protection, energy / renewal resources, agricultural projects and animal welfare.
 4. *Health & Fitness* – projects that promote the physical and emotional health of the community, including medical services, counseling, fitness and wellness programs.
 5. *Human Needs* – projects whose objects or purposes are to give aid, comfort, support or assistance to children, aged persons or indigent adults, or urban affairs.
 6. *Religious / Faith Based* – projects that promote interdenominational sharing and understanding and that emphasize the importance of spiritual growth and development.
- F. *Donor Advised Funds* – **Direct application to Donor Advised Funds is strongly discouraged.** Applications submitted via the Field of Interest and Discretionary cycles are shared with advisors to Donor Advised Funds. Grant recommendations from advisors to Donor Advised Funds, after staff review, shall be forwarded for approval at the next meeting of the Board of Trustees or Executive Committee, whichever occurs first.

IV. The Foundation had adopted basic standards for grant eligibility as follows:

- A. Applicant organization should be legally constituted and exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. The Foundation may, from time to time, and at its sole discretion, consider applications from non 501(c)(3) entities provided that the nature of the project clearly is charitable in nature.
- B. Applicant organization must have a charter and/or by-laws which clearly define the organization's purpose, structure, and the duties, authority and responsibilities of the governing body of the organization.

- C. Applicant organization must have a duly constituted volunteer Board of Directors which meets regularly and has full power to establish operating policy; to employ and dismiss employees; to control and be responsible for other groups operating in or using the name of the organization; to enter into contracts; and to acquire, manage and dispose of real and capital properties obtained in the name of the organization.
 - D. Applicant organization must demonstrate that it is fiscally responsible and that it is in compliance with all legal requirements of legislative bodies.
 - E. Applicant organization must adhere to a policy mandating that all of the income of the organization be used for its particular stated charitable purposes and none for its members.
 - F. Applicant organization should seek to assure accountability, operating efficiency and responsiveness to community needs.
 - G. Applicant organization should publish an annual report which provides its goals, objectives, services, and such financial information as required by the PA Charitable Purposes Act for that organization.
 - H. Applicant organization must operate a project which meets a demonstrated and documented need and which can be carried out principally within the county of Washington, Pennsylvania. Grants from Donor Advised Funds are permitted to benefit communities outside of Washington County.
- V. Ineligible applicants – The Foundation:
- A. Does not award grants to political candidates, for use in political campaigns or for lobbying of elected officials.
 - B. Does not support organizations that practice or advocate discrimination by race, color, creed, sex or national origin.
 - C. Does not make loans.
 - D. Does not make grants to individuals. Interested individuals are encouraged to work with and through existing incorporated not-for-profit entities.
 - E. Does not make grants to re-granting organizations or to private charities.
 - F. Does not normally make ongoing commitments, though a large grant may be spread

out over more than one fiscal year.

G. Does not generally support land acquisition projects.

H. Discourages requests for routine projects, to pay off deficits, or for endowment funds.

VI. Particular consideration will be given to applicants which:

A. Improve upon the effectiveness of existing organizations. Proposals to establish new charities will receive particular scrutiny.

B. Encourage inter-agency cooperation. Proposals from multiple applicants which address a single community issue are encouraged.

C. Have multiple funding sources. Multiple funding sources help validate a proposal. Normally, the Foundation will not be the only source of support for a particular project.

D. Have a broad impact upon the community.

E. Leverage additional money as a challenge grant.

F. Enable an existing organization to establish a new project.

VII. All applicants will be notified in writing of the outcome of their application.

VIII. All decisions of the Board of Trustees are final and are not subject to appeal.

IX. Chosen applicants will receive a funding contract which shall include the amount of the award, the fund from which the grant is being made, the expected outcomes of the award, and the reporting requirements.

X. Grant reports are normally due within one year of the grant notification. Reports should be submitted on the agency's letterhead, be limited to one page, and should succinctly describe the outcome of the grant. Foundation staff shall annually review grants to ensure the receipt of timely and useful grant reports. Organizations failing to submit timely reports shall not be eligible for subsequent grants until all required reports have been filed.