

**COMMUNITY FOUNDATION OF BURKE COUNTY (CFBC)
2021 COMMUNITY GRANT CYCLE**

Community grants allow the Community Foundation of Burke County (CFBC) to make grants to tax-exempt, 501(c) (3) organizations that have programs benefiting the residents of Burke County. CFBC is pleased to announce that we have implemented the Foundant online grant management system. All applications and required follow-up will be done online.

The CFBC will only accept applications with a minimum equipment, program, or project size of \$3,000. CFBC is requesting that applicants demonstrate community needs through a verified data source. Recommended sources are listed below.

- ***The Burke Quality of Life Explorer model via www.wpcog.org***
- ***The County Health Rankings for Burke County via www.countyhealthrankings.org; or***
- ***Another data source that you can identify***

If you need assistance navigating the Burke Quality of Life Explorer, please contact Duncan Cavanaugh at duncan.cavanaugh@wpcog.org (828-485-4261) or Todd Stroupe at todd.stroupe@wpcog.org (828-485-4269)

STEP 1: Review Funding Guidelines - Please read the guidelines before applying.

CFBC encourages proposals that:

- demonstrate collaboration and cooperation
- do not duplicate services
- are relevant to overall community needs as confirmed utilizing data from a certified source (see above). **The data source will not be required if this is a grant application for equipment only.**
- enhance or improve organizations, which serve clients whose needs are not being met by existing services and which encourage client independence, self-sufficiency and responsibility
- emphasize prevention and early intervention

CFBC is inclined to give favorable consideration to proposals that:

- are pilot programs that can clearly be used as a model for others even though they may require funding over a period of up to three years;
- have reasonable prospects for achieving financial stability and have developed a reasonable plan to achieve that stability
- strengthens the community and provides opportunities for greater cultural awareness

Community Grants will not normally be used for:

- organizations whose primary function is to allocate funds to other charitable organizations or projects
- additional funding for the same project

- general operating expenses, unless there is a documented critical need that general operating expenses will not cover

Community Grants will not be used for:

- programs outside of Burke County unless directly benefiting Burke County
- individual school projects, unless the project meets criteria listed below for Limited Grants or collaborates with another nonprofit
- annual fund campaigns or capital campaigns
- religious or political purposes
- individuals (including scholarships)
- organizations which have not been determined to be tax exempt as described in Section 509(a)(1) and 170B (1)(a) of the Internal Revenue Code
- augmenting endowments
- underwriting for fund raising events
- underwriting for single performances

Limited Grants will be available for the following areas:

- Bill and Hazel Bailey Abernathy Endowment Fund **(\$2, 129)** – Burke County charitable organizations located east of Valdese
- Patton/Cornwell Fund **(\$5,176)** educational opportunities for economically disadvantaged people including assistance to at risk pre-school children
- Emanuel A. and Romilda P. Richard Fund **(\$3,076)** – projects that improve the quality of life in Burke County, North Carolina particularly in the municipality of Valdese, North Carolina

Focus Grant: In addition to general grants awarded, CFBC will provide one focus grant opportunity. The grantee will be agreeing to develop a Community Childhood Poverty Asset Mapping program for Burke County. Up to \$30,000 will be awarded for the grant application that demonstrates innovation, collaboration, and the most effective way of addressing this key issue. These funds may be expended over a period of up to two years. The Asset Mapping program should include components outlined below:

- (1) Definition of children in poverty as defined by the federal, state, and local governments;
- (2) Demographics for children in poverty including age, race/ethnicity, family status (marital, income level, education, access to housing, etc.);
- (3) Services offered to assist Burke County children in poverty;
- (4) Location of services available to children in poverty and explanation of how those services are accessed;
- (5) The barriers that prevent children from receiving these services;
- (6) Comprehensive list of institutions, agencies, etc. serve this population in Burke County;
- (7) Recommendations for areas to focus on to address childhood poverty in Burke County

STEP 2: Deadlines – Please review the deadlines before applying.

- **Application Process Opens – July 1, 2021**
- **Application Process Closes - July 28, 2021 at 5:00 PM**

STEP 3: How To Apply – To start the grant process, please follow the steps below.

- If you have previously been awarded a grant from CFBC, the Burke Women’s Fund (BWF) or Burke Youth Organized Philanthropists (BYOP), the Mull Foundation, or the Morganton Rotary Charitable Fund, then log on to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty>. Enter your login information and press the “Log On” button to enter the Foundant Grant Lifecycle Manager. If you have misplaced your login information, please contact the CFBC office at 828-437-7105.
- If you have never applied for a grant from CBFC logon to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty> and click on Create New Account.
- After you have registered, you will be directed to the Application Page.
- **Click on “Apply” to access the Application Form**
- **Click on “Dashboard” to review the status of your Application and Progress Report form.**

STEP 4: Uploading Files – To upload files, please follow the directions below.

- In general, acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to “Fax to File”.
 1. Click “Fax to File” in the menu at the left side of the screen and read the instructions
 2. Select “Request Fax #”, a toll-free number will appear on the page.
 3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
 4. Dial the toll-free number. Send a separate fax for each individual file you wish to create. Select “Finished Faxing” when you are done to see your list of files.
 5. Your documents will then be available to download to your computer. After downloading to your computer, you will then be able to upload the documents into your application form.

STEP 5: Final Grant Decisions

Grant Application: Grant Applications will be reviewed by the CFBC Grants Committee. The Grants Committee will make final recommendations to the Board of Directors at the regularly scheduled October meeting.

STEP 6: Online System Tips – Please read the following list of tips that will assist you in completing your online applications.

- The **character counter** includes spaces as well as characters.

- A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
- **You may choose to prepare a response in a document outside of the online system** (e.g. Microsoft Word) and then copy and paste the text into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- **It is advisable to download copies of all submitted forms to your computer** via the PDF print packet button available at the top of every form page.
- If you do not provide an answer for one of the **required questions**, you will not be able to submit your application.
- **If your PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to "Reduce File Size".
- Remember that clicking on "**Save**" will allow you to continue to edit your form. Click on "**Submit Form**" when you are completely finished.
- **Once your application has been submitted, it is no longer available for editing.** If you need to make a correction to a submitted form, contact our office at 828-437-7105.