2020 GRANT GUIDELINES:
Clemmons-Lewisville Enrichment Grants
Transitions Grants

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ABOUT THE CLEMMONS COMMUNITY FOUNDATION (CCF)

CCF exists to unlock the full philanthropic potential of Clemmons, Lewisville, and surrounding communities by connecting people and resources in ways that thoughtfully and meaningfully transform our communities with access, opportunity, and an enriched quality of life for all residents. A core mission of the CCF is to strengthen the people, places, and partnerships that hold our communities together, build new connections that provide opportunities, and ensure our area continues to be a community in which all people want to call home.

CCF started as the Clemmons Rotary Foundation in 2004, receiving its 501(c)(3) public charity designation from the Internal Revenue Service (IRS). Its visionary leadership converted the foundation to a Community Foundation in 2012, with the purpose of expanding its reach and more broadly working to improve local communities.

The Foundation awards grants in two categories, Clemmons-Lewisville Enrichment Grants and Transitions Grants, from its unrestricted and field of interest funds.

- **Clemmons-Lewisville Enrichment Grants** will fund strategies and outcomes that facilitate positive impact and lasting improvement.
- **Transitions Grants** will fund programs and services focused on aging adults and seniors as well as school-aged children and youth in Clemmons and Lewisville, NC.

The information below outlines the process, requirements, proposal guidelines, and criteria used in evaluating grant applications.

### 2020 CYCLE CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application Open</td>
<td>Monday, January 6, 2020</td>
</tr>
<tr>
<td>Briefing Session 1</td>
<td>Friday, January 10, 2020 10:00 – 11:30 a.m., Historic Broyhill Building, Clemmons NC</td>
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<tr>
<td>Briefing Session 2</td>
<td>Thursday, January 16, 2020 3:00 – 4:30 p.m., Historic Broyhill Building, Clemmons NC</td>
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<tr>
<td>Application Submission Deadline</td>
<td>Wednesday, February 12, 2020 no later than 5:00 p.m.</td>
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<tr>
<td>Grant Decisions Released</td>
<td>Wednesday, March 25, 2020</td>
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<tr>
<td>Annual Report Due</td>
<td>Within 30 days of completing funded proposal</td>
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GRANT DESCRIPTIONS AND GUIDELINES

CLEMMONS-LEWISVILLE ENRICHMENT GRANTS

CCF invites and encourages applications from tax-exempt, nonprofit organizations that seek to create transformative, long-term, and tangible solutions for unmet community needs and interests. Solutions are encouraged to raise organizational capacity, strengthen a sense of community, and have an end goal to become self-sufficient by way of attracting or leveraging additional resources in the future. CCF will fund new programs or projects as well as the expansion or continuation of impactful programs or projects.

One or more of the following broad categories may be addressed:

- Animal Welfare
- Arts and Culture (that contributes to a vibrant community)
- Community Development and Engagement
- Economic Security and Opportunities
- Health and Wellness
- Human Services and Basic Needs
- Sustainable Agriculture and Natural Resource Stewardship
- Workforce Development and Entrepreneurial Cultivation

*Note: One Field of Interest (FOI) fund places priority on programs and initiatives targeting services for youth and seniors in need.*

AVAILABLE FUNDING FOR CLEMMONS-LEWISVILLE ENRICHMENT GRANTS

Grants will be awarded between $2,500 and $7,500 with project completion expected within one year. Grant recipients will be required to submit a final report.

TRANSITIONS GRANTS

CCF invites and encourages applications from tax-exempt, nonprofit organizations that seek to implement innovative programs that support life transitions for

- aging and senior citizen populations who are seeking transportation assistance, residential satisfaction (e.g., housing modification, assisted care), social connectedness, enrichment opportunities, and empowerment for navigating other challenges, and
- children and youth from early learning to high school who are in need of assistance with public education progress and social, emotional, intellectual, and educational outcomes.

Sustained investment in education ensures a strong system of support that assists citizens moving “to and through” various stages of life. For aging and senior citizen populations, “to and through” helps navigate retirement, concerns of physical and mental health, changes in cost of living and healthcare, and accessibility of services. For public education progress, “to and through” assists children and youth with obtaining an excellent education and successfully transitioning to college/technical school and a career. Early intervention is increasingly becoming necessary to help individuals meaningfully journey through these transitions. CCF will fund new programs or projects as well as the expansion or continuation of impactful programs or projects.
Transitions Grants should not be utilized for an interim need or one-time exchange, like the sole purchase of goods or supplies. Instead grants should aim to enrich the educational and developmental outcomes of aging and senior citizen populations, children, and youth by creating new or adopting already established solutions. These solutions should have an impactful and positive intervention on learning, developmental, accessibility, and empowerment challenges.

For aging and senior citizen populations, one or more of the following concerns may be addressed:

- Healthcare Access and Navigating Insurance Coverage
- Housing (Accessibility and Modification) and Neighborhood Satisfaction
- Personal Enrichment
- Social Empowerment and Engagement
- Transportation Access and Mobility
- Wellness (Physical, Mental, Emotional)

For public education progress, one or more of the following concerns may be addressed:

- Education and Learning Readiness, Enrichment, and Continuity
- Educational Support in the Home
- Emotional and Behavioral Development
- Language Proficiency for English as Second Language (ESL) Students
- Mentoring for Student Support and Academic Influence
- Reading Literacy (Academic and Pleasure)
- Service-Learning and Community Engagement

Note: One Field of Interest (FOI) fund places priority on programs and initiatives targeting services for youth and seniors in need.

**AVAILABLE FUNDING FOR TRANSITIONS GRANTS**

Grants will be awarded between $2,500 and $10,000 with project completion expected within one year. Grant recipients will be required to submit a final report.

**COLLABORATIONS**

Collaborative grants undertaken in partnership with multiple nonprofit organizations are also welcome. Projects of a particular scope may benefit from each organization’s service area. Collaborations often create more effective and sustainable programs or services than those that are initiated unaccompanied. All collaborations must support a specific effort, share responsibility, and work together to develop a jointly agreed-upon structure.

**GRANTS WILL GENERALLY NOT BE AWARDED FOR:**

- Fundraising events, sponsorships, memberships, advertising or promotional products
- Capital, endowment, or annual campaigns
- Activities that do not demonstrate measurable, sustainable outcomes
- Clubs, sports teams, student travel, or other services limited to a select membership
- Cemeteries
- Political or lobbying activities prohibited by the IRS
- Organizations that grant out funds to other non-profits
• Public agencies for mandated or otherwise government-funded services
• Individual grants or awards

APPLICANT ORGANIZATIONS MUST BE CLASSIFIED AS ONE OF THE FOLLOWING:

• IRS registered organizations with a letter determination as tax-exempt 501(c)(3) (excluding 509(a) private foundations); registered and licensed to solicit in the state of North Carolina; and providing programs and services in the targeted geographic area.
• Governmental or quasi-governmental agency.
• An organization must have been in existence for at least three years (based on date of IRS determination letter) and have achieved a record of effective service and sustainability.

APPLICATION GUIDELINES

All applications must be completed online at clemmonsfoundation.org. The application will begin with basic organizational information then required questions that ask you to concisely demonstrate thoughtful and full planning of the proposed program/project and its budget.

Each question has character limitations. It is recommended that information focus on what is most necessary to convey the importance, outcome indicators and measures, and sustainability of the proposed program or project. All questions must be answered for the application to be considered complete.

The following questions must be answered:

1. Briefly describe the documented need or opportunity your project seeks to address.
2. Briefly describe the direct, transformational community benefits from the proposed project.
3. Summarize your organization’s plan for how it will address the need or opportunity described in Question 1.
4. Briefly explain how and why the plan does work, including reference to proven or emerging best practices or basis for anticipated success, if an innovative approach.
5. List other organizations with which your agency will or may collaborate with to accomplish the project.
6. Briefly outline the organization’s resources and experience that will contribute to your project’s success.
7. Briefly state the expected measurable impact of the proposed project and how it will be sustained beyond the proposed grants.

REVIEW PROCESS

All proposed projects and organizations must satisfy the basic requirements before reviewed against the criteria below. Organizations and projects that do not meet the basic criteria will be disqualified and not considered for further review. Applications that meet the basic criteria will be reviewed and scored by an independent, volunteer team of community representatives followed by a review by the CCF Board of Directors. Top finalists may be asked to submit additional, clarifying information for grant consideration, as well as questions raised in the review. The CCF Board of Directors will make the final grant award decisions.
GRANT APPLICATION REVIEW CRITERIA

PROPOSED PROGRAM

- There is documented local evidence of need/importance.
- The project plan clearly addresses the identified need/importance and is directly linked to the purpose of the grant category.
- The organization has sound indicators and measures of success and transformational community impact.
- The organization has planned partnerships and collaborations that maximize the efficiency and effectiveness of the program/project.
- The budget is reasonable for the project.

FOLLOW-UP AND SUSTAINABILITY

- There is a follow-up plan to document program/project outcomes, learn from, and apply what has been learned.
- There is a plan for project sustainability beyond the period of the grant.

ORGANIZATIONAL CAPACITY

- The proposed project is aligned with the applicant’s organizational mission.
- The organization has a track record of proven success.
- The organization’s board demonstrates engagement and commitment to its mission.
- The organization has demonstrated prudent management of its resources.

GRANT PROCESS BRIEFINGS

CCF will hold two Grant Process Briefing Sessions to review the guidelines, software, process, and answer organizational questions. We will also discuss important changes to our upcoming grant cycle for 2020. Attendance is recommended but not required if you plan to apply for a grant in 2020.

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Both briefings will be held at the Historic Broyhill Building at 3540 Clemmons Road, Clemmons NC. If you plan to attend one of the Grant Process Briefing Sessions, please register at clemmonsfoundation.org. If you are not able to attend one of the briefing sessions but would like to have a conversation please contact C. Mark Batten, Program Officer, at mark@clemmonsfoundation.org or by calling at 336-403-0433.

SUBMISSION DEADLINE AND GRANT DECISION NOTIFICATION

The application must be completed no later than 5:00 p.m. on Wednesday, February 12, 2020. Before submitting your application ensure your organization’s name and contact are on each supplemental document uploaded. Please do not send additional e-brochures or other collateral e-materials.

Applicants will be notified of grant decisions by Wednesday, March 25, 2020.
APPLICANT INFORMATION AND BASIC REQUIREMENTS QUESTIONNAIRE

This questionnaire may be helpful in preparing for the online application. It does not need to be submitted as an attachment. Its purpose is to help you gather information.

Grant Applying For: □ Clemmons-Lewisville Enrichment Grant
              □ Transitions Grant

Legal Name of Submitting Organization (as listed on IRS and NC State Records):
_______________________________________________________________

Do you conduct business under a different name? If yes, list the name:
_______________________________________________________________

Street Address: ________________________________________________

_______________________________________________________________
Mailing Address (if different): ___________________________________

_______________________________________________________________

Federal ID Number: ____________________________________________

Tax Exempt Category
□ 501(c)(3) Public Charity – Year IRS Letter Received: ________
 □ School: __ Primary School  __ Secondary School  __ Higher Education  __ Technical
 □ Government Agency
 □ Other: _____________________________________________________

Do you currently hold a Charitable Solicitation License from the North Carolina Department of the Secretary of State? □ Yes □ No □ Qualified Exemption ________________________________

Website: __________________________________________________________________________

Executive Director/CEO Contact Information
   Name: __________________________________________________________
   Office Phone: ___________________________ Cell Phone: _________________________
   Email: __________________________________________________________________________

Mission Statement: ________________________________________________

Organization’s Total Operating Budget: $____________________

Project Budget: $__________  CCF Grant Application Amount: $__________

Proposed Project Dates: from __________ to __________

Geographic Area Served By Proposed Project: □ Clemmons  □ Lewisville  □ Other _________

Please attach a list of your board members and their professional or community affiliation(s).
   Example: Tahika Green, CPA, Smith & Associates, Winston-Salem
              Jacob Smith, Community Volunteer, Clemmons

What percentage of your Board members contribute financially to the organization? _____%
What percentage of your Board members volunteer in addition to the board governing role? _____%