

# Heritage Fund

## The Community Foundation of Bartholomew County

### Positive Change Grant Application Form

Thank you for your interest in applying for a grant from Heritage Fund – The Community Foundation of Bartholomew County. To facilitate the application process, applications will be accepted for consideration only after an applicant has consulted with the Heritage Fund’s Grants Manager.

Please submit your completed application and supporting materials to:

Kyle Hendricks, Manager of Community Impact  
Email: [khendricks@heritagefundbc.org](mailto:khendricks@heritagefundbc.org)  
Tel: 812-376-7772

Mail: Heritage Fund  
538 Franklin Street  
Columbus, IN 47201

#### Grant Application Checklist

- Application narrative (see page 4)
- List of other funding sources for this project (see page 3)
- Letter of support from the Board Chair (see page 5)
- Detailed project budget justifying your funding request
- Current annual operating budget
- Board member and officer list including name, address, occupation and phone number
- Most recent year-end financial statements, audited if available
- Copy of IRS 501(c)(3) determination (*First time grantees only*)
- Letters of support from financial or project partners, if applicable
- Most recent Annual Report
- Additional supporting materials such as brochures, flyers, etc.

*It is the general policy of Heritage Fund – the Community Foundation of Bartholomew County to include people without regard to age, disability, economic circumstances, ethnicity, gender, race, religion, or sexual orientation in carrying out our mission.*

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Legal Name of Organization:

\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ EIN: \_\_\_\_\_

Website Address: \_\_\_\_\_

Name of CEO or Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Contact (if not the CEO or Executive Director):

\_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Exemption Status:

501(c)(3)

Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor: \_\_\_\_\_

Other than 501(c)(3), describe: \_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_

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Amount Requested: \_\_\_\_\_ Total Cost of Project: \_\_\_\_\_

Project Summary: \_\_\_\_\_

1. Please list the other funding sources for this project. For each funder, indicate the amount requested and status of the request (e.g. to be submitted, pending, funded, or declined). If funded, specify the amount of the grant and date received.

<u>Funder</u>	<u>Amount</u>	<u>Status</u>
1.		
2.		
3.		

2. Please list other anticipated funding for this current proposal including:

a. Earned revenue:

b. In-kind support:

c. Special events:

d. Fundraisers, etc.:

3. If this will be an ongoing program/project, describe the plan and specific sources for future/long-term funding.

Please answer the following questions using no more than three pages, single-spaced, in twelve (12) point font, in the order listed. Please restate the question. You are encouraged to be specific as possible in the space allowed.

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1. Using research, data, or other evidence, describe the problem, challenge, or need you are trying to address through this project. Be specific about who will be served and the geographic reach of your project.
2. How will your project impact the problem, challenge, or need you described?
3. How will the funds requested be used to help you create this impact?
4. How will you know if your project has made a difference? Be specific about your beneficiaries and anticipated measurable outcomes.
5. What relevant assets or experiences does your organization bring to this project?
6. What other organizations will be involved in this project? How will you collaborate with them?
7. What else, if anything, would you like us to know about your project or organization?
8. Heritage Fund is committed to supporting organizations through Organizational Excellence grants. Would additional funding to support activities such as board development, strategic planning, or organizational assessment improve the potential for the success of this project? If yes, please explain.
9. Besides funding, is there any other support you need to be successful?

### **Endorsement by Board Chair**

**Heritage Fund requests that the Board Chair/President approve the submission of the grant application. If a grant is awarded the Chair/President on behalf of the Board agrees:**

- To oversee the management of the grant program

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- That grant funds are used as stipulated and any unused funds are returned
- That Heritage Fund's support is recognized in publicity materials
- A Grant Report is submitted at the end of the grant period.