



The Spearfish Area Community Foundation is managed by local volunteers who believe in building long-term assets for the community, and giving grants to nonprofits who are making Spearfish a better place to live, work, and play.

Please Complete SCF's Grant Application Checklist:

- _____ Read, signed and attached SCF grant guidelines acknowledgement.
 - _____ Verified 501(C)3 status (**501(C)3 status required**).
 - _____ Completed all sections of the grant application.
 - _____ Attached a completed W-9 for your 501(C)3 organization.
 - _____ Attached supporting documents (i.e. budget, mission overview, annual goals, statistics, etc.).
 - _____ Submitted grant application, guidelines acknowledgement signature page and supporting documents on or before due date: **OCTOBER 31, 2020**.
 - _____ Submitted grant application, guidelines acknowledgement signature page and supporting documents to:
_____ spearfishcommunityfoundation@yahoo.com
- or
- _____ **PO Box 1184, Spearfish, S.D. 57783**

2020 Spearfish Community Foundation Grant Application Guidelines

Applications Due Date: October 31, 2020.

General Information

The Spearfish Community Foundation (SCF) promotes philanthropy and invests in a wide range of programs that contribute our community's social, health, economic and environmental well-being. Spearfish Community Foundation's annual grant program is made possible by generous donors who have contributed area-of-interest gifts which allows us to respond to community needs, changing opportunities and challenges. SCF has distributed over \$500,000 since 1997 to nonprofit organizations that enhance the quality of life throughout Spearfish. Spearfish Community Foundation is an agent of the South Dakota Community Foundation.

2020-2021 Grant Program Timeline

- o October 31, 2020 - Applications Due
- o Early November 2020 – Grant Committee Requests Review
- o November 2020 - SCF Board Grant Requests Approval
- o December 2020 - Grant Awards & Declines Notifications
- o February 2021 – Annual Grant Awards Celebration
- o August 1, 2021 – Community Impact Reports Due

Grant Program Objectives

Spearfish Community Foundation strives to support a broad spectrum of programs and projects through nonprofit organizations that focus on health and wellness, arts and culture, education, human services, economic development, environment, and community and civic engagement. SCF grant funds will NOT be awarded to subsidize normal operating expenses, capital campaigns or capital improvement projects (CIP). Our mission is to support programming, not construction, infrastructure, equipment or remodeling. SCF funds ongoing and established programs as well as innovative projects that address existing community needs.

The following Spearfish Community Foundation Guidelines will be followed by the SCF Board of Directors when considering grant requests:

Grant Proposal Considerations

In reviewing grant proposals, SCF considers the following:

- o Community Impact: SCF funds nonprofit organizations whose strategies and outcomes produce high community impact levels by solving new problems or addressing important community needs or opportunities.
- o Service Area: SCF funds nonprofit organizations that operate and/or fill unmet needs within the Spearfish service area.
- o Partnerships: SCF funds nonprofit organizations that purposefully strive to collaborate with other local community partners yet do not duplicate services. However, principle accountability must be the applicant.
- o Population Served: SCF funds nonprofit organizations that serve all populations, and we prioritize programs that reach large numbers of community members and serve populations with unequal access to resources and opportunities.
- o Accountability: SCF funds nonprofit organizations that have established internal control systems and performance measures to facilitate grant management.
- o Organizational Capacity: SCF funds nonprofit organizations that have the capacity, resources and assets to execute action plans to successfully fulfill the grant proposal purpose.

Eligibility

- Applying organizations must have active IRS 501(c)3 tax-exempt status.
- Applying organizations must serve the population and meet the needs of the Spearfish community.
- Applying organizations must submit all required grant application materials outlined in the Grant Application Checklist (completed application, completed W-9 form, and supporting documents such as a detailed budget for the project/program, mission overview, annual goals, statistics, etc.).
- SCF favors local program/project specific grant proposals that align with the foundation's mission.
- SCF does not fund capital improvement projects, remodeling, or infrastructure.
- SCF does not fund general operating expenses including payroll, rent, travel, marketing, insurance, etc.
- SCF will not consider grants to individuals, endowments, international organizations, churches, or local, tribal, state or federal government entities. The Foundation does however, recognize independent organizations' projects which exist within the framework of government but are not government programs.
- SCF will not be the sole funding source for a grant proposal program or project.
- Previous SCF grant recipients must have submitted the required annual Community Impact Report for the grant cycle in which funds were awarded.

Prohibited Uses of Grant Funds

SCF does not make grants in support of general operating expenses, salaries, marketing, loans, political campaigns, feasibility studies, capital improvement projects, remodeling, annual fund drives, deficit reduction, or for personal gain.

Challenge or Matching Grants

SCF encourages matching from all grant applicants. When the Board perceives the need for more local involvement and financial support of a given project in order to establish ownership by the community, it may require challenge grants in any portion. SCF grants are meant to supplement other program funding, as SCF anticipates the requested grant amount is typically not enough to cover the full cost of the project/program. The applicant's budget attached to the submitted SCF Grant Application should reflect additional funding sources.

Expenditure of Grant Funds

All grant proposal projects are expected to be conducted and grant monies expended within 12 months of the grant award. Extensions to these guidelines require SCF Board of Directors approval.

Discrimination Policy

Spearfish Community Foundation values organizations that promote inclusiveness. SCF does not support organizations that discriminate on the basis of race, ethnicity, religion, gender, sexual orientation, marital status, disabilities, age, status as a veteran, national origin or any other protected classes.

Multiple Years of Funding

The Spearfish Community Foundation will consider grant proposals only for one year. Previous SCF grant recipients are not guaranteed of future funding.

Exceptions

The Spearfish Community Foundation Board of Directors may make an exception to any printed policy or guideline upon motion duly made, seconded and passed by 2/3 vote of those directors. The motion must state the rationale for the exception. Exceptions taken in one instance do not necessarily constitute precedent exceptions for future grant decisions.

Disbursements to Grantees

Grants will be awarded by SCF's Board of Directors based on their thorough evaluation of the submitted applications. Grant awards are distributed at SCF's Annual Grant Awards Celebration event typically held during the first quarter of each calendar year.

Reversion of Grant Funds

In the unusual event that a grant recipient is unable to complete its SCF grant award obligations, or circumstances or conditions prohibit project success, the grant recipient will return all SCF grant award unused funds.

Community Impact Reports

Grant recipients are required to submit a Community Impact Report on or before the annual report due date. The grant recipient’s Annual Community Impact Report is a prerequisite for future organizational funding consideration.

Limit of Ongoing Funding Commitment

Spearfish Community Foundation distributions are made from earnings only and cannot reduce principal, therefore, under low market conditions it is possible that no grants for a particular grant cycle will be awarded. Previous SCF grant recipients are not prioritized or guaranteed of ongoing funding.

Contact Us

We welcome and encourage questions about the Spearfish Community Foundation grant process. Please connect with us for questions regarding eligibility, the grant application, your proposal, or anything else about SCF’s grant process. We strive to respond to all inquiries within 48 hours. Contact Sue Konstant at (605) 641-9591 or spearfishcommunityfoundation@yahoo.com.

Signature Acknowledgement for Guidelines

By my signature, I acknowledge that I have read, understand and comply with Spearfish Community Foundation’s Grant Application Guidelines as defined in the SCF Grant Application packet.

Signature

Date

(Please attach signed and dated Guideline Acknowledgement Signature page to application.)

4. Specifically describe how the requested grant funds from Spearfish Community Foundation will be used:

5. Describe the anticipated project period & use of funds period from Spearfish Community Foundation's grant funds:

6. If ongoing, how will the project/program be sustained?

PROJECT/PROGRAM IMPACT & EVALUATION

1. Describe the benefits, impact and expected outcomes of the project on the Spearfish community and targeted populations (how will you know the project is successful?; what will you measure to ensure the project is meeting its objectives?):

PROJECT/PROGRAM COST & FUNDING

1. Total Project/Program Cost: \$ _____
Project/Program Budget Narrative:

2. Additional funding sources for the project (committed and anticipated): \$ _____
Additional committed and anticipated funding sources narrative:

3. TOTAL amount requested from Spearfish Community Foundation: \$ _____

Signature or Type Name

Date

OPTIONS TO SUBMIT YOUR GRANT APPLICATION BY OCTOBER 31, 2020:

- a. Email saved grant application and additional materials to: spearfishcommunityfoundation@yahoo.com
- b. Print and send grant application and additional materials to: PO Box 1184, Spearfish, S.D. 57783

"Distributions are made from earning only and cannot reduce principal, therefore, under low market conditions it is possible that no grant or scholarship will be awarded."

NOTE: Grantees will be required to submit a Community Impact Report Form on or before August 1, 2021.