



MADISON COUNTY
COMMUNITY FOUNDATION

GRANT RECIPIENT GUIDEBOOK





MADISON COUNTY
COMMUNITY FOUNDATION

GRANT RECIPIENT

Acknowledgment Guidelines

Congratulations on receiving a grant from the Madison County Community Foundation. We are grateful for your partnership and look forward to seeing these funds put into action.

It is important to manage your grant well as this determines future grant eligibility with Madison County Community Foundation and enables MCCF to ensure funders that their investment is stewarded well. The impact of your organization's grant inspires individual and corporate donors to give through MCCF so that grant availability increases for Madison County and we can continue to partner together to make a difference in our community . . . for good, forever.

This guidebook provides several simple tools to assist you in managing your grant.

- **Grant Recipient Acknowledgment Guidelines:** It is required that Grant Recipients properly acknowledge MCCF. Tools, resources, and examples are provided.
- **Post Grant Evaluation Form and Post Grant Evaluation Worksheet:** At the close of the grant cycle, you will be required to report on your grant. You will not be asked to turn in the worksheet in this guidebook. It is provided as a tool to track the information that you will include on the evaluation form.
- **Nonprofit Resources through MCCF**

Do not hesitate to contact us for guidance and support. We are excited to hear your stories and celebrate the continued impact of your organization!





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GRANT RECIPIENT

Acknowledgment Guidelines

When you receive a grant, it is important to properly acknowledge the organization that provided the funding. When you acknowledge Madison County Community Foundation, it spreads awareness so that the foundation continues to receive funds from donors and grants can be given to nonprofit organizations in Madison County for years to come.

It should be noted that proper acknowledgement of Madison County Community Foundation is a factor in grant decision making.

Please adhere to these general guidelines for acknowledgement:

- **Public Announcements:** Mention the grant in press releases, newsletters, and on your website. For press releases, clearly identify Madison County Community Foundation using the verbiage provided below as well as a brief description of the grant's purpose.

About the Madison County Community Foundation

The Madison County Community Foundation is an advocate for local philanthropy and is dedicated to connecting people with causes that matter in order to enhance the quality of life for all citizens of Madison County. An effective steward of the community's charitable resources since 1992, the Foundation works with donors to establish charitable funds and supports nonprofit organizations through a variety of grant-making efforts. For more information, please visit www.madisonccf.org or call 765-644-0002.

- **Social Media:** Share updates and acknowledgments on your social media platforms. Tag Madison County Community Foundation. When appropriate, provide a link to our website: www.madisonccf.org
- **Promotional Materials:** In addition to social media and digital communication, include Madison County Community Foundation on all promotional materials including, but not limited to: fliers, brochures, and signs. This can be a simple sentence like, "This project was funded by a grant from the Madison County Community Foundation." MCCF logo is included for use on promotional materials.

GRANT RECIPIENT Acknowledgment Guidelines, continued

- **Publications and Reports:** Include a statement of acknowledgment in any publications, reports, or presentations that result from the grant. This can be a simple sentence like, “This project was funded by a grant from the Madison County Community Foundation.” You may also include the MCCF logo.
- **Events and Presentations:** If you host events or give presentations related to the grant, verbally acknowledge Madison County Community Foundation. If possible, include the MCCF logo on event materials.
- **Signage:** If the grant is for a physical project, such as a building or installation, include signage that credits Madison County Community Foundation.
- **Annual Reports:** Mention the grant from Madison County Community Foundation in your annual report, highlighting the impact of their support.

Madison County Community Foundation is available for creating materials when needed. Please reach out to Tamara Dreger if you have any questions with these guidelines or need assistance with publications. tdreger@madisonccf.org

*These resources are provided as a help tool. These examples are not required. Your organization has creative freedom as long as the general guidelines provided are followed.

GRANT RECIPIENT Acknowledgment Guidelines RESOURCES

Madison County Community Foundation Logo



MADISON COUNTY
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GRANT RECIPIENT Acknowledgment Guidelines RESOURCES

Social Media Examples

Anderson's Mainstage Theatre is with **Madison County Community Foundation**.
July 18 · 🌐

Tonight was very special at Anderson's Mainstage Theatre. Right before our opening curtain for *The Music Man*, the Madison County Community Foundation presented Anderson's Mainstage Theatre with a grant for our budding youth program!

We are truly honored and thankful to the Madison County Community Foundation for providing us with an opportunity to bring the arts to the youth in Madison county!

We are an all volunteer organization and couldn't bring the arts to you without this type of generosity.

If you are interested in donating or participating visit <https://mainstagetheatre.org/volunteer> today #supportthearts #communitytheatre



You, Jackrabbit Coffee and 80 others · 12 comments · 10 shares

Anderson Museum of Art
Apr 24 · 🌐

Big Thanks to the **Madison County Community Foundation** for awarding AMOA with art support funding through the Impact Madison Grant! 🌟 With their generous support, AMOA is bringing free art classes, AMOA Day, and new art therapy programming to the community. Together, we're making a difference through the arts!



Operation Love Ministries
July 19 · 🌐

We are SO EXCITED and thankful! After 40 years of operation ... and with a very generous grant from Madison County Community Foundation, Operation Love now has its own truck for large food loads/business donations!

We were able to repurpose the truck from **Park Place Community Center** after some repairs from generous volunteer, Keith and we've put it to use twice in one week! Once, for a pickup at the food bank, and another when our volunteers Cindy and Karen took a road trip for a 300 gallon water tank for our garden!

What an absolute blessing and sign of how each member of our community working together can make amazing things happen!

#communitygarden #communitypartners #neighborshelpingneighbors #givinghearts #foodpantry #andersonindiana



99 · 19 comments · 17 shares

South Meridian Church of God
Jun 6 · 🌐

These kids!! This afternoon, they were awesome at putting together our final three raised beds, moving all the dirt, and planting/moving/staking the plants!! They worked beautifully together, enthusiastically doing every part of the process, including cleanup.

Thanks, **Dublin Farm** for the great soil and Paige of **Bush Creek Coffee** for dirtying her pickup to get it here!

Thankful for the Community Impact grant from **Madison County Community Foundation**, awarded to support the desire of neighbors to do this garden project together!

#ThisTooIsAvondale



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GRANT RECIPIENT Acknowledgment Guidelines RESOURCES

Social Media Examples

Anderson Community Schools
May 8 · 🌐

The [Minority Health Coalition of Madison County](#), in partnership with the [The Gathering of the Queens/765 Food Desert Project](#), is holding their next Urban Youth Choir practice tomorrow, Thursday, May 9, 2024, from 5:30 pm - 7:00 pm at the [Anderson Impact Center](#)! This is open to youth ages 7-14.

Those interested in attending should register by scanning the QR code below or visiting: <https://forms.gle/VQhKu5SbXwsT4g8h6>.

Funding for the Urban Youth Choir was made possible through a grant from the [Madison County Community Foundation](#).



Ambassadors for God's Creatures
17h · 🌐

It has been an amazing day today and our hearts are so full! Not only did our TNR team trap momma and her babies at the Knightstown truckstop diner, but we also received notice that our Impact Madison grant request with the [Madison County Community Foundation](#) was awarded!!! Our grant request was in the amount of \$10,000 to fund our Spay and Neuter Assistance Project!!! WOW....what a wonderful day!

Thank you, God, and to our incredible team who just keep digging in and persistently work to better the lives of the animals in our communities. And most important, thank you to the great folks with the [Madison County Community Foundation](#) and the grants committee for seeing the value in our work!!! We are so grateful!

#spayneutersaveslives
#trapneuterreturntosaveslives
#everyanimalmatters



Park Place Community Center
Apr 23 · 🌐

We were thrilled to have received grant funding last fall from the [Madison County Community Foundation](#) for the refresh of our community event room! We put those dollars to good use by having the room repainted and purchasing new tables and chairs to replace our previously well-used furniture.

If you are looking for a nice space to host your next meeting, party, dinner, or event, reach out to schedule a site visit and get your date on our calendar!

Questions? Check out our website www.ppchog.org/rent-the-facility or email Kirsten at kstreit@ppchog.org.



Operation Love Ministries
15h · 🌐

We had another impactful session of The HELP Project, funded by [Madison County Community Foundation](#) at [South Meridian Church of God](#) last week.

Hearing from so many community servant leaders gave so much insight on what we can do to better help our community, build relationship, and make a difference!

Thank you to Richard Harvey from [The Christian Center](#), Jose Arias from [TRC Head Start](#) and [Firefly Children & Family Alliance](#), Veda Morris-May from [Minority Health Coalition of Madison County](#), and Kirsten Streit-Harting from [Park Place Community Center](#) for sharing.

Thank you also to Annie Wood Bell from [Heart of Indiana United Way](#) for leading the group session on trauma-informed care!

We can't wait to dive into Financial Social Work and more work on boundaries in our next session on May 9th!



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GRANT RECIPIENT Acknowledgment Guidelines RESOURCES

SAMPLE PRESS RELEASE

<<Name of Company>>

Phone: <<#>> <<Street address>> <<Organization Logo>>
Email: <<Email address>> <<city, state, zip>>
Website: <<website>>

<<Today's Date>>

For Immediate Release

<<Organization Name>> Uses Grant from the Madison County Community Foundation
to <<grant purpose>>

<<Organization Name>> recently received a \$<<amount>> grant from the Impact Madison Fund through the Madison County Community Foundation. Thanks to this grant, <<Organization Name>> was able to <<grant purpose>>.

Project Information:

Executives at <<name of organization>> have announced winning a grant from the Madison County Community Foundation for a new <<project or program description>>. Such an <<adjective>> achievement is yet another quality collaboration and <<other good thing>>. <<Name of organization or name of director of the program>> is grateful for the Foundation's grant program.

Insert quote here. (Quote example : "We have been waiting to see <<name of project or program>> take shape for some time," <<Board or Staff member of the organization>> said in reaction to the news. "Obviously, this wait has been well worth it. This <<program or project>> will <<briefly describe impact>>."

The mission of <<name of organization>> is to <<mission>>. Thus, their clear enthusiasm for <<program or project>> Board President, <<Board President's Name>> was adamantly supportive, saying, <<positive sentiments>>. It is quite a <<adjective>> time for <<organization name>>.

About <<Name of Company>>

Founded in <<year>>, <<name of organization>> is a leader in <<industry>>, providing creative solutions for <<focus of agency efforts>>. <<Anything else noteworthy about your organization>>.

About the Madison County Community Foundation

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Post Grant Evaluation

The completion of this follow up report is an important part of the Community Foundation grant process. Your responses provide an assessment and accounting of this grant to the Board and staff, and gives you an opportunity to report the actual outcomes compared to the initial goals, and to share the learnings from the project.

Please contact Kari at ksisk@madisonccf.org or 765-644-0002 with any questions.

The information in the first section of this report is from the original grant application.

Project/Program Name

Character Limit: 100

Amount Awarded

Character Limit: 20

Project Description*

Describe your project and how it addresses the Community Need. Include activities and timeline.

Character Limit: 2000

Geographic Area Served

Select all areas you plan to serve with this specific project/program.

Choices

Alexandria
Anderson
Elwood
Frankton
Lapel
Pendleton
Other

People Being Served

Who in Madison County will directly benefit from this project/program?

Please provide all relevant information about the people being served, which may include economic status, race/ethnicity, and/or the specific city/district/neighborhood being served.

Character Limit: 5000





Community Need and Benefit

What need(s) in Madison County does this project/program address? Please provide data to support this need.

Character Limit: 10000

Project /Program Complete*

Has your project/program been completed and all of the dollars spent?

Choices

Yes

No

Sustainability (Program)

Describe the tools, methods, and/or strategies that will be used to measure the outcomes.

Character Limit: 10000

Grant Impact Report

Please evaluate the success and impact of your project. Original goals and performance measures from your application are above for reference. Please answer the following:

Who was served by the project/program?*

Briefly describe the population served (age range, gender, ethnicity, income range, etc.)

What Madison County communities were served?

Character Limit: 2000

How much did you do?*

How many activities did you provide? How many people participated?

Character Limit: 1500

How well did you do it?*

Did the implementation plan go as expected? Did the project hit target levels of participation/completion, etc.?

Character Limit: 1500

Is anyone better off?*

How many (number and %) participants reported or demonstrated improvement? How has the project improved the quality of life in Madison County? Do you have a story to share? Photos, video links, quotes and stories of impact are welcome. Please state if anonymity is important.

Character Limit: 1500





What lessons did you learn?*

If there were changes, delays, challenges, opportunities, etc., please share them.

Character Limit: 1500

Participant Feedback*

Did you include participant feedback in designing or evaluating the project? If so, what did you learn and did it change the project?

Character Limit: 1500

Community Partners (non-financial)*

If the project included other partners, did those partnerships go as planned?

Character Limit: 1500

Leverage*

What financial or in-kind support did you secure for this project? Did the grant help you raise additional funds or in-kind support?

Character Limit: 1500

Sustainability*

If this a long-term project or program, have you made progress on your sustainability plan? Has this project or program brought efficiency, reduced costs, or improved your organization? Please explain.

Character Limit: 1500

Outcomes*

What were the actual outcomes achieved? If your goals/outcomes were not reached, what barriers prevented you from accomplishing them?

Character Limit: 1500

Additional Materials - Uploads

Please submit (as pdfs) with this report the following materials as needed:

- You may also submit up to 3 documents to further respond to any of the above questions

File Size Limit: 5 MB

File Size Limit: 5 MB

File Size Limit: 5 MB





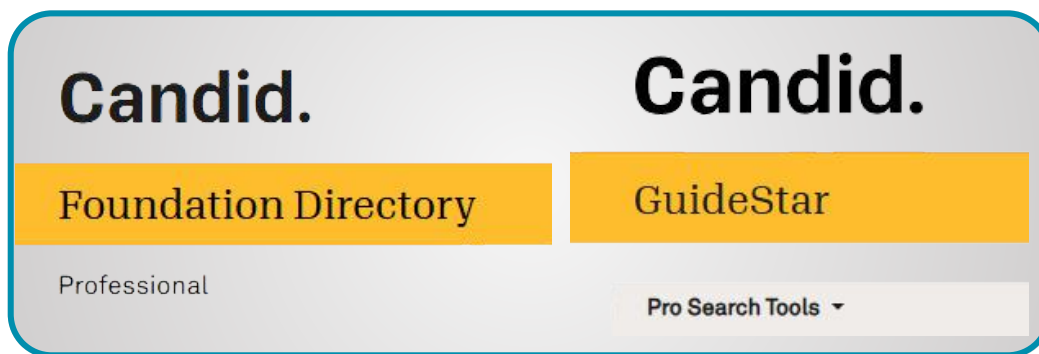
MADISON COUNTY
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MADISON COUNTY COMMUNITY FOUNDATION SERVICES FOR NONPROFIT ORGANIZATIONS

Candid Directory

Candid provides information in Foundation Directory that helps nonprofits find funders to support their work. Conversely, funders look to GuideStar to verify and research nonprofits that are aligned with their priorities. We are offering nonprofits one-on-one consultations for the Foundation Directory and Guidestar to help you find learning resources from books, news, databases, and tools to community contacts and organizations.

Email ksisk@madisonccf.org to make an appointment.



Changemaker Cohorts

Changemaker Cohorts provide networking opportunities for nonprofit leaders, volunteers, and staff. If you are not already part of cohort and would like more information, contact Kari Sisk, ksisk@madisonccf.org.



MADISON COUNTY
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AGENCY ENDOWMENT FUNDS

**IN PARTNERSHIP WITH THE
MADISON COUNTY
COMMUNITY FOUNDATION**

Establishing an agency endowment fund with us is a simple and efficient way to build an ongoing source of income for your nonprofit organization.

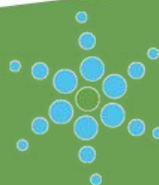
This partnership allows the nonprofit to focus on programs and activities that further its mission rather than spend time managing the investment and fund administration processes.

Who should consider a fund?

- Nonprofit organizations of any size may start an agency endowment fund, including churches.
- It is helpful but not absolutely necessary for the organization to have a solid existing donor base.
- Agencies who are already fundraising for other purposes (a capital campaign, for example) may have the perfect opportunity to add an endowment fund component.

What are the benefits of an agency endowment fund with the Madison County Community Foundation?

- The principal of an agency endowment fund remains invested permanently, providing an ongoing stream of revenue from the earnings.
- Endowments help support an organization's day-to-day operations and services, unless designated for a specific purpose otherwise.
- Funds are invested through a professional advisor specializing in endowments, and dollars are pooled together in a way that maximizes earning power and minimizes fee impact.
- Working with the Madison County Community Foundation to administer your agency endowment fund allows your organization to focus on programs that fulfill your mission and not deal with the burdens of fund administration. Donors have peace of mind that their investments are well managed.
- The Foundation is able to accept and process gifts that may be more complicated such as stocks, life insurance policies, retirement accounts, etc.
- Demonstrates that your agency is mindful of the future and intends to continue its mission forever.
- MCCF works as a partner in providing marketing support for your fund, as well as regular fund statements and updates.
-



HOW DOES AN AGENCY ENDOWMENT FUND WORK?

1.

Nonprofit organization establishes the fund with a simple agreement and initial contribution(s).

Organization and the Foundation partner to promote the fund to stakeholders.

2.

3.

Dollars are pooled in our collective investment portfolio to maximize returns and reduce fees.

Distributions are sent to the agency annually; the amount is calculated per MCCF's spending policy.

4.

5.

Statements and updates are provided regularly, to let you know how your fund is performing.

MCCF can provide ongoing marketing support and help identify opportunities to grow your fund.

6.

Points to Consider

- All contributions made to the fund are irrevocable.
- The Foundation's investment policy is designed to produce an annual distribution that increases over time and allows for the fund principal to grow.
- Endowed funds are managed by Mason Investment Advisors. MIA works with many community foundations in Indiana and around the United States and has a solid track record of returns that outperform benchmarks.
- Policies and guidelines are established by our board and committees, comprised of local leaders.
- An agency endowment fund requires a minimum balance of \$10,000 before distributions can be made. Additional contributions can be made at any time and in any amount.
- Administrative fees are automatically paid to MCCF from the fund in accordance with the Foundation's board approved fee policy.



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