

**2017**

**CENTRAL INDIANA COMMUNITY FOUNDATION  
GRANT SEEKER'S GUIDEBOOK**



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## ABOUT CICF GRANTS

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### Mission and Values

Central Indiana Community Foundation (CICF) invests in effective not-for-profit organizations that promote a thriving community.

We are committed to providing support to a diverse group of initiatives that improve quality of life for residents in the region.

Our investments enable organizations to provide effective programs and respond to the needs of people in the neighborhoods and communities they serve.

### Regions Served

CICF concentrates its support primarily in three geographic areas: Hamilton County, Marion County and the six other counties in the Central Indiana region.

### Important Update:

CICF's process for accepting grant proposals and requests has changed to make a greater impact in our community. Please read through this document carefully, then contact your community investment officer (page 8).

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## Grant Application Criteria:

CICF assesses each funding request using the criteria listed below. We recognize that not every organization will meet all of the criteria. This is not a definitive checklist, however, each organization must be prepared to address these points in seeking funding from CICF.

### Proven Success

- Is the organization working towards clearly defined outcomes?
- Does the organization have a track record of achieving its goals?
- Has the organization demonstrated its ability to measure success and impact?
- Does the organization incorporate best practice approaches to serve its target population?

### Strong Leadership

- Does the organization have a clear mission and a plan for how it will achieve its mission?
- Does the organization have the appropriate management and board leadership to provide direction and oversight?

### Accessibility and Cultural Competency

- Is the organization knowledgeable about differences in languages, customs, abilities, gender, sexual orientation and race, and does it offer programs that address those differences?

### Collaboration

- Can the organization bring together the strengths of multiple organizations to advance their mutual goals, share their combined knowledge and reduce duplication of efforts?

### Sustainability

- Has the organization demonstrated its ability to attract the resources necessary to maintain its work?
- Does the organization have appropriate growth strategies?

### Effective Operations

- Does the organization have the appropriate staff and internal systems to be efficient and effective?
- Is the organization fiscally responsible?

### Engagement

- Are the organization's constituents, partners and community leaders informed, involved and invested in the success of the organization's efforts?
- Does the organization engage its constituents in planning and evaluation?

### Innovation and Creativity

- Is the organization creative in addressing community problems or the needs of a specific population?
- Is the organization nimble and able to evolve to respond to the needs of its constituents and the community?

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## CICF Strategic Vision for Our Community

CICF's vision is to make Central Indiana a region nationally-respected for its ability to develop, attract and retain highly-educated, creative, entrepreneurial and community-minded citizens; recognized for its superior support for those in need; and admired for being a remarkable place to live.

CICF believes that each of the elements listed below are vital to achieving these goals and the Foundation supports each of these elements individually and as part of a holistic system. CICF specifically looks for organizations and projects that address the following issues, but please note that **this list is not exhaustive of the type of projects CICF supports.**

### Quality of Life

- Increase access to nutritious food.
- Protect children from abuse and neglect.
- Increase access to health care services for low income and vulnerable populations.
- Remove barriers to achieving economic self-sufficiency, such as lack of child care and transportation.
- Increase life skills that lead to increased independence.

### Education

- Improve student academic achievement and promote post-secondary access and success of low-income youth.
- Provide job readiness, training and educational opportunities that increase the wages and assets of low-skilled individuals.
- Promote sustained and integrated learning opportunities that combine arts instruction with other core academic subject matter.

## Vitality of the Community

- Provide safe and affordable housing and support services for vulnerable populations.
- Activities that increase safety of residents and their neighborhoods by reducing risk factors.
- Improve physical spaces for community benefit.

## Connectivity of Neighborhoods

- Increase the connectivity, vitality and attractiveness of neighborhoods and communities.
- Engage and involve neighborhood residents in community-building and community change.
- Provide opportunities for young people to become productive citizens.

## Promote Community Assets

- Promote diversity awareness, understanding and appreciation for differences in our community.
- Engage residence and introduce visitors to the cultural amenities in the region.
- Preserve existing natural spaces and resources.

## CICF WILL NOT SUPPORT:

- Organizations that are **NOT** tax-exempt under section 501(c)(3) Public Charity of the Internal Revenue Code.
- Grants to individuals.
- Organizations or projects that discriminate based upon race, ethnicity, age, gender or sexual orientation.
- Political campaigns or direct lobbying efforts by 501(c)(3) organizations.
- Post-event, after-the-fact situations or debt retirement.

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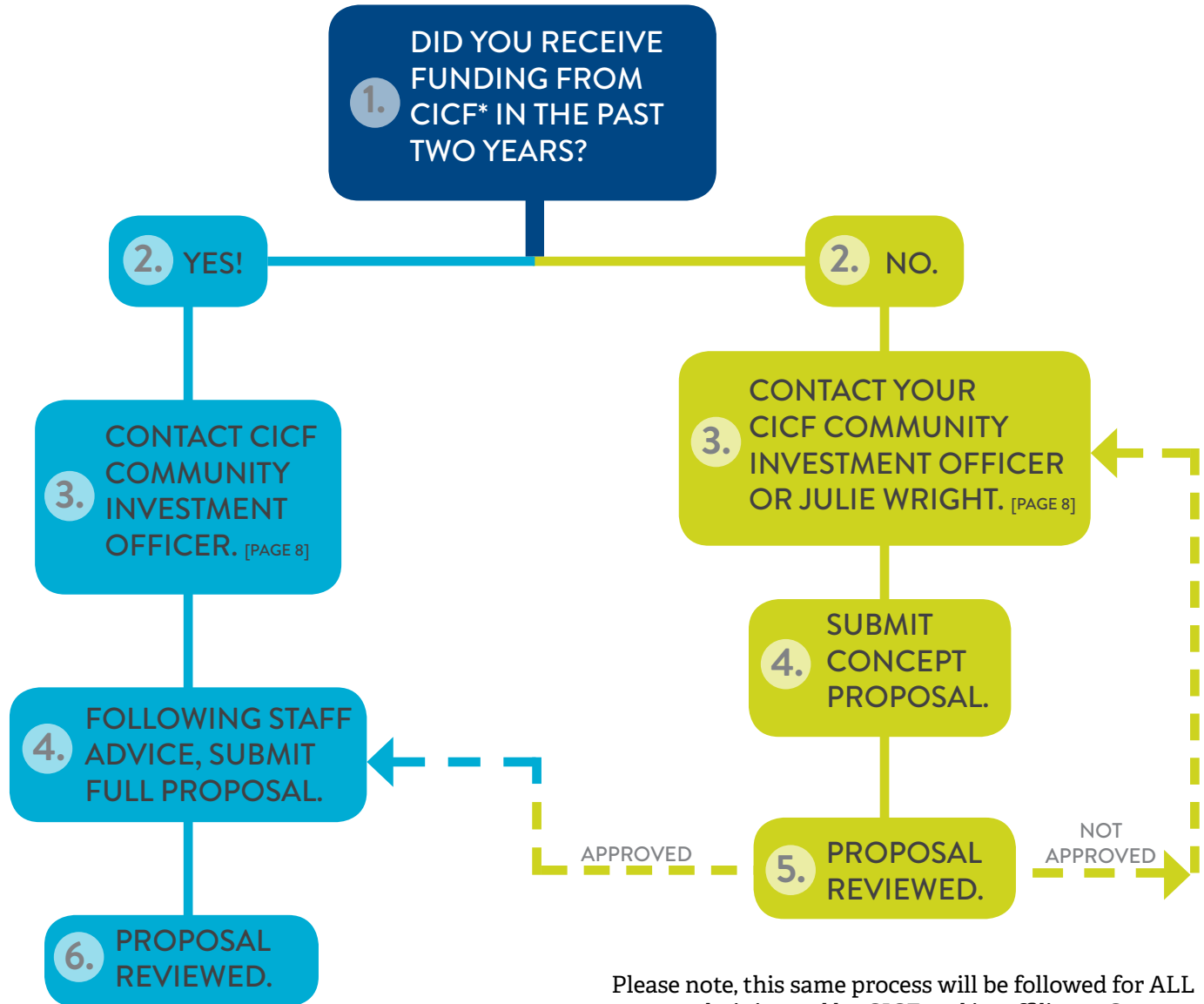
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### CICF Proposal Consideration and Process:



Please note, this same process will be followed for ALL grants administered by CICF and its affiliates. Concept proposals will be accepted all year.

*\*Or a CICF affiliated fund.*

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## Our Submission Process:

- 1 All funding requests should begin by contacting your community investment officer, or Julie Wright, community investment coordinator, at [juliew@cicf.org](mailto:juliew@cicf.org) or 317.631.6542 x350.
- 2 Next, funding proposals should be submitted using a link to the online grant system located in the grant seekers portion of [www.cicf.org](http://www.cicf.org).
- 3 Specific deadline information for the application window is provided in the table below.

Information about all funds held by CICF begins on page 10. It is important to **contact your community investment officer** prior to submitting a funding proposal as some funds require a special permission or process.

## Our Review Process

- 1 CICF staff reviews each proposal.
- 2 Staff will contact organizations to obtain additional information if necessary and may schedule a site visit.
- 3 Staff will provide preliminary recommendations to grant-making boards for their review and funding decisions.
- 4 Grant-making boards will meet for proposal review and to make funding decisions.
- 5 Funding decisions will be communicated.

Proposals Accepted	Staff Review	Grant-making Boards Review Requests	Notification
March 1 - March 31	April - October	May - November	By December
October 1 - October 31	November - April	March - September	By October

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## Community Investment Team:



**Liz Tate**  
Vice President for  
Community Investment  
[lizt@cicf.org](mailto:lizt@cicf.org)  
317.631.6542 x175



**Alicia Collins**  
Community Collaborations  
Manager  
[alicia@cicf.org](mailto:alicia@cicf.org)  
317.631.6542 x173



**Andrew Black**  
Senior Community Investment  
Officer  
[andrewb@cicf.org](mailto:andrewb@cicf.org)  
317.631.6542 x178



**Ben Jones**  
Community Investment Officer  
[benj@cicf.org](mailto:benj@cicf.org)  
317.631.6542 x 149



**Alyse Lee**  
Community Investment Officer  
[alysel@cicf.org](mailto:alysel@cicf.org)  
317.631.6542 x130



**Brittany Rayburn**  
Community Investment Officer  
[brittanyr@cicf.org](mailto:brittanyr@cicf.org)  
317.631.6542 x140



**Pamela Ross**  
Community Investment Officer  
[pamelar@cicf.org](mailto:pamelar@cicf.org)  
317.631.6542 x146



**Laurie Burns**  
Community Impact Coordinator  
[laurieb@cicf.org](mailto:laurieb@cicf.org)  
317.631.6542 x136



**Julie Wright**  
Community Investment  
Coordinator  
[juliew@cicf.org](mailto:juliew@cicf.org)  
317.631.6542 x350

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## Frequently Asked Questions:

**I am interested in applying for grant support. What should I do next?**

CICF has many funds that may be interested in your funding request. We recommend reviewing the overview of the funds beginning on page 10.

**Before I submit an application, should I talk with a CICF staff person to make sure my funding request is appropriate and a match with funding opportunities?**

We strongly encourage you to discuss your funding request with CICF community investment staff before submitting a fund request. This will help you save time preparing proposal materials and enable us to identify the aspects of your request that are most likely a match with funding sources.

**Can my organization submit multiple requests to multiple funding sources in one year?**

Generally speaking, each of the funds listed in this guidebook will consider and support one request per year. We strongly encourage you to contact the CICF community investment department before submitting any funding request. Staff will advise you on the best approach, timing and possible funding opportunities.

**If our organization submits a proposal and is declined funding, can we reapply?**

If a request has been denied after being reviewed, staff will provide your organization with the reasons and make recommendations about whether additional information or effort is needed to improve the request, or if the request does not fit CICF's funding priorities.

**How much money can my organization request?**

We encourage you to consider multiple funding sources for your project and not rely on CICF as your sole funder. Grant award amounts vary by fund.

**May I submit a previously-prepared proposal or case statement?**

CICF asks all organizations to use our online grant management system. This ensures that requests are presented equitably and makes the review process easier for CICF's decision-making bodies.

**How should we recognize our organization's grant? And, where can we get the correct logo(s)?**

Information on the appropriate logo to use is provided on your award letter. If you have any questions, please contact Julie Wright, [juliew@cicf.org](mailto:juliew@cicf.org), or Sarah Howard, [sarahh@cicf.org](mailto:sarahh@cicf.org).

**How can my organization apply to other funds administered by CICF?**

CICF staff will share proposals with our donor-advised funds based on those funds' priorities. Organizations cannot apply directly to these funds for support.

**Can CICF staff help me develop my program or organization?**

CICF community investment staff can answer questions about your grant request and its potential fit with our guidelines and often can refer you to other resources in the community. We cannot provide extensive help in shaping your program or developing the ability of your organization to meet the expectations of our funds or other funders.

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The following funds serve only Marion or Hamilton County. It is very important to **contact a CICF community investment officer** prior to submitting any fund proposal for 2017. CICF believes we can make a greater impact by leveraging funding resources and may share proposals with other CICF funds.

## The Indianapolis Foundation

### Marion County

The Indianapolis Foundation was established in 1916 and is an affiliate of CICF. The Indianapolis Foundation is supported by gifts and bequests from donors who trust the Foundation will address the diverse needs of Marion County now and in the future.

## The Indianapolis Foundation Library Fund

### Marion County

The Indianapolis Foundation Library Fund was established in 1989 as a field-of-interest fund of The Indianapolis Foundation. An anonymous donor to the Foundation established the fund to benefit public, academic and high school libraries in Marion County. The purpose is to provide high quality collections, resources and access for all Marion County information consumers.

**Questions** should be directed to Julie Wright, [juliew@cicf.org](mailto:juliew@cicf.org) or 317.631.6542 x350.

## The Summer Youth Program Fund

### Marion County

The Summer Youth Program Fund was established in 1995 and is a collaborative comprised of 11 local funders that provide grant support to organizations providing youth summer programs that serve Marion County youth. Since the Fund was established, over \$23 million in grants have been awarded.

**Visit** [summeryouthprogramfund-indy.org](http://summeryouthprogramfund-indy.org) for more information.

## Community Crime Prevention Program

### Marion County

The Community Crime Prevention Program is funded from public resources allocated annually by Indianapolis-Marion County City-County Council and is administered by The Indianapolis Foundation. The purpose of these grants is to support new or existing programs that have the potential to prevent or reduce crime among youth and/or adult populations.

Particular interest is in violence reduction, prevention, intervention, public safety partnerships and neighborhood-based strategies.

Please refer to the Community Crime Prevention webpage at [cicf.org](http://cicf.org).

**Questions** should be directed to Alicia Collins, [alicia@cicf.org](mailto:alicia@cicf.org) or 317.631.6542 x173.

## Legacy Fund

### Hamilton County

Legacy Fund was established in 1991 and is an affiliate of CICF. Legacy Fund is supported by gifts and bequests from donors who trust the Foundation will address the diverse needs of Hamilton County now and in the future.

**Questions** should be directed to Brittany Rayburn, [brittanyr@cicf.org](mailto:brittanyr@cicf.org) or 317.631.6542 x140.

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The following funds on page 11 and 12 serve Central Indiana, including *Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan and Shelby Counties*. It is very important to **contact a CICF community investment officer** prior to submitting any fund proposal for 2017.

## Central Indiana Senior Fund

### **Central Indiana**

Central Indiana Senior Fund, a donor-advised fund of CICF, was established in 2004 to financially support programs and services that promote quality living for older adults in Central Indiana. The Senior Fund originated from the assets, including an endowment, land and building, of the not-for-profit Indianapolis Retirement Home (IRH), which served Central Indiana for 137 years.

The Central Indiana Senior Fund is interested in supporting programs that promote overall health and wellness, ensure that the basic needs of low-income older adults are met, enable older adults to reside in the environments of their choice, and provide opportunities that provide life-affirming opportunities.

**Questions** should be directed to Alyse Lee,  
[alysel@cicf.org](mailto:alysel@cicf.org) or 317.631.6542 x130.

## Efroymsen Family Fund

### **Central Indiana**

A personal foundation of CICF, the Efroymsen Family Fund continues a long legacy of charitable commitment by the Efroymsen family in Central Indiana. Established in 1998 by Dan and Lori Efroymsen, it funds various efforts to promote the viability of Indianapolis. To date, it has awarded more than \$90 million in grants in Central Indiana and beyond.

**Questions** should be directed to Joanna Nixon,  
[joanna@joannanixon.com](mailto:joanna@joannanixon.com).

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## Sheehan Charitable Foundation

### Central Indiana

Tom and Soni Sheehan focus on improving the lives of children facing debilitating medical challenges. They provide financial support for medical treatments, prostheses and mobility devices that children living with physical deformities and medical issues need to overcome obstacles.

**Questions** should be directed to Brittany Rayburn, [brittanyr@cicf.org](mailto:brittanyr@cicf.org) or 317.631.6542 x140.

## The Glick Fund

### Central Indiana

The Glick Fund was established in 1998 as a donor-advised fund of CICF by Gene and Marilyn Glick. Since its inception, The Glick Fund has awarded over \$42 million in grants to effective not-for-profit organizations.

The Glick Fund concentrates on increasing educational opportunities, promoting arts and creative expression, supporting efforts toward self-sufficiency, alleviating human suffering and helping those in need.

**Questions** should be directed to Ryan Brady [ryanb@cicf.org](mailto:ryanb@cicf.org) or 317.631.6542 x504.

## Women's Fund of Central Indiana

### Central Indiana

Women's Fund of Central Indiana was established in 1995 as a special interest fund of CICF. Women's Fund supports organizations that give opportunities, encouragement, knowledge and hope to women and girls in Central Indiana. Women's Fund is interested only in gender-specific efforts, not just programs that happen to serve women and/or girls.

For more information visit [womensfund.org/grantseekers](http://womensfund.org/grantseekers).

**Questions** should be directed to Julie Koegel, [juliek@cicf.org](mailto:juliek@cicf.org).

## QUESTIONS?

Contact your community investment officer. Contact information on page 8.