

Grant Application Guidelines

The Foundation typically looks for several of the following key elements in applications:

- A one-time grant, especially for a pilot project which can serve as a model or be replicated
- A project in which the Foundation is a funding partner, rather than the sole funder
- A project or program which promotes volunteer involvement
- An organization which can demonstrate the ability to sustain the project in the future when Foundation grant dollars end
- Projects or programs which are a collaborative effort(s) among nonprofit organizations in the community which eliminate duplication of services
- A project which is likely to make a clear difference in the quality of life of a substantial number of people
- An organization which is proposing a practical approach to a solution of a current community problem
- A project or program which is focusing on prevention
- A worthy community project for which a grant from the Foundation will most likely leverage additional financial support

Richland County Foundation typically does not provide funding for the following:

- Sectarian activities of religious organizations
- Operating expenses for annual drives or to eliminate debt
- Medical, scientific, or academic research
- Individuals other than for college scholarships
- Travel to or in support of conferences, or travel for groups such as bands, sports teams and classes
- Capital improvements to building and property not owned by the organization or covered by a long-term lease
- Computer systems
- Projects that taxpayers support or expected to support
- Political issues

To Apply through the Competitive Grant Program:

- If your program or project meets the guidelines of Richland County Foundation as described above, you are encouraged to contact the Foundation to discuss submitting an application. The following is an overview of the application process:
- Grant applications are reviewed four times per year. View our [website](#) to find the current application deadlines.
- The application procedure should begin with a telephone call to Program Officer, Allie Watson, to schedule an initial meeting. The Foundation prefers to have an opportunity to meet with representatives of the applying organization to be sure the request falls within the Foundation's guidelines and discuss the organization's timeline.

What Happens after the Application is submitted?

- After a proposal is received, the Program Officer may contact the organization's Program Coordinator, as listed on the organization's grant application, to schedule a site visit. Members of the Foundation Board of Trustees may attend the site visits with Foundation staff.
- Final decisions on all grant applications are made by the Board of Trustees approximately 6 – 8 weeks following the grant deadline.
- Foundation staff will notify the organization of the Board's decision.
- A grant contract is sent to the grantee that includes a final report form. Both the Foundation President and the organization CEO sign the contract, one copy of which is returned to the Foundation.
- Grant checks can then be issued so long as there are not special conditions that must first be met by the grantee.