

Greater Chapin Community Endowment Grants

Administered by Central Carolina Community Foundation

Greater Chapin Community Endowment, an affiliate organization of Central Carolina Community Foundation, is now accepting proposals from nonprofit 501(c)(3) organizations that serve the Greater Chapin area: Ballentine, White Rock, Peak, Prosperity and Chapin. Grants will be awarded once per year ranging from \$1,000 - \$3,000. Nonprofit organizations serving the Greater Chapin Community may also apply for the various grants administered by the Community Foundation.

Greater Chapin Community Endowment looks for proposals that:

- Develop competencies and skills enabling individuals to live fuller, more productive lives in the Greater Chapin Community.
- Leverage other funding through the use of matching grants.
- Promote the cooperation of two or more agencies to avoid duplication of services and to coordinate resources and programs.
- Provide opportunities for underserved populations.
- Demonstrate systems or approaches that can prevent individual, family, or community problems.

Greater Chapin Community Endowment grants will not be awarded for:

- Routine operating expenses of the organization
- Fundraising projects
- Debt reduction
- Endowment development
- Medical research
- Conference travel, underwriting or sponsorship

Guidelines - In a total of two pages or less, please address the following:

- Mission of your organization.
- Proposed project, including the community needs the project will address.
- Names of organizations, if any, you plan to partner with in order to accomplish the project.
- Outcomes you expect the project to yield and the way in which these outcomes will be measured.
- Proposed number of people served and a description of the population served.
- Specific amount requested with an explanation of how the funds will be used. Include a Project Budget page.
- Timetable for implementation.

Please remember to:

- Provide a list of your current Board of Directors and their occupations with your proposal.
- Provide complete contact information for your organization and the person responsible for the project.
- Provide the two-page proposal on your organization's letterhead.
- Complete the organizational checklist form and attach it to your proposal (Please do not attach the individual items listed on the organizational checklist.)
- Have the proposal signed by the President or Executive Director of your organization.
- Mail, deliver or e-mail (grants@yourfoundation.org) the application, proposal and other required documents. Proposals may not be submitted via fax.

The proposal, organizational checklist, and board of directors list must be submitted together and be in the Foundation office by 5 p.m. on **January 31, 2010**. If this day falls on a Saturday, Sunday or holiday, proposals are due by 5 p.m. on the following business day.

Questions? Contact:

Veronica L. Pinkett-Barber, Program Officer
803.254.5601 x.331
veronica@yourfoundation.org

Mail or deliver your proposals to:

Greater Chapin Community Endowment
c/o Central Carolina Community Foundation
2711 Middleburg Drive, Suite 213
Columbia, SC 29204

Greater Chapin Endowment Grantee Checklist

Please print out this form and check the items that are true for your organization.

The following information will be helpful to the Greater Chapin Endowment Board of Advisors when reviewing the proposals for each cycle. **Sign the form and attach it to your proposal.** If you have any questions please contact Veronica L. Pinkett-Barber at 803.254.5601 x331 or veronica@yourfoundation.org.

DO NOT send the items as attachments. However, please be prepared to provide proper documentation of this information to the Greater Chapin Endowment Board of Advisors upon request.

Our organization has:

- An Internal Revenue Service 501(c)(3) tax exemption letter.
- A charitable registration letter from the South Carolina Secretary of State's Public Charities Section or a current letter stating that our organization is exempt from registration.
- Operating by-laws and articles of incorporation.
- A vision, values and mission statement.
- Copies of Board of Trustee meeting minutes over the last 12 months.
- Copies of the most recent financial documents :
 - Audited Financial Statements
 - Compiled Financial Statements
 - Reviewed Financial Statements
 - IRS Form 990
- A current strategic plan.
- A current annual report.
- An organizational chart.
- A conflict of interest policy.
- A whistleblower policy.

Print Name & Title _____

Organization _____

Signature _____ Date _____