

THE COMMUNITY FOUNDATION

FOR THE

CENTRAL SAVANNAH RIVER AREA

GUIDELINES FOR ST. JOSEPH FOUNDATION GRANTS

ABOUT THE ST. JOSEPH FOUNDATION

The St. Joseph Foundation is a non-profit community fund. The St. Joseph Foundation's resources come from gifts made by individuals, companies, foundations and charitable organizations. These gifts are used to create charitable funds, which provide resources for grant making and help make a positive difference in the community.

Unrestricted gifts from donors to The St. Joseph Foundation are distributed through the annual St. Joseph Foundation Grants Program, a competitive process designed to help nonprofit organizations meet changing needs in the CSRA Region. Grant applications are accepted from August 1st thru December 31st. Following an evaluation process, The St. Joseph Foundation awards grants based on identified community issues and the relative merit of the proposals received.

1. WHO IS ELIGIBLE TO APPLY?

The St. Joseph Foundation considers grant applications from organizations that:

- are determined as charitable under Section 501(c)(3) of the Internal Revenue Code, public entities or other charitable, educational or health organizations.
- provide programs and services to the Greater Augusta area, including one or more of the following six counties: **Richmond, Columbia, McDuffie, Burke, Aiken and Edgefield.**
- submit only one Unrestricted Grant Application per year.

2. WHAT IS THE RANGE OF GRANTS?

The St. Joseph Foundation does set a minimum amount of \$500.00 for grant awards. The St. Joseph Foundation requires that application requests **do not exceed \$15,000.00.**

3. IS THERE A MATCH REQUIREMENT FOR FUNDS RECEIVED?

It is preferred that funds granted by The St. Joseph Foundation are to be matched by funding from other sources.

4. WHAT DOES THE ST. JOSEPH FOUNDATION FUND?

Currently, The St. Joseph Foundation considers and funds applications in the following major program areas:

◆ Health Services Education ◆ Medical Uninsured ◆ Medical Underinsured ◆ Hospice ◆ Homeless ◆

5. WHAT CRITERIA SHOULD APPLICATIONS EMPHASIZE?

The St. Joseph Foundation looks for proposals which;

- have a program/project that will **positively impact** persons and/or the community;
- address a **significant need**, affecting a broad segment of the region's population or special populations;
- have the ability to 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;
- demonstrate the **capacity to provide** the necessary services using good administrative and financial management;
- demonstrate **support from outside the organization** to sustain programs with volunteers and in-kind resources;
- promote **systems or approaches which can prevent** individual, family or community problems.

When evaluating requests, The St. Joseph Foundation also considers the balance of geography, needs and resources in the community.

6. WHAT ACTIVITIES TYPICALLY DO NOT RECEIVE FUNDING?

The St. Joseph Foundation discourages applicants from submitting applications in support of the following:

- computer/word processing hardware not directly related to project or services;
- grants for individuals;
- building campaigns;
- deficit financing and debt retirement;
- endowments;
- fraternal organizations, societies or orders;
- attendance at professional/association conferences or seminars;

- political organization or campaigns;
- lobbying legislators or influencing elections;
- special fundraising events/celebration functions;
- surveys, feasibility studies, marketing endeavors, advertising and personal research;
- travel for individuals or groups such as bands, sports teams, and classes;
- core operating expenses for public and private elementary and secondary schools and public and private colleges and universities;
- projects that are typically the funding responsibility of federal, state or local governments;

7. ARE NEW ORGANIZATIONS AND OPERATING SUPPORT ELIGIBLE?

The St. Joseph Foundation will consider the funding of new organizations for start-up or operating support, and smaller organizations for operating support. However, because The St. Joseph Foundation is interested in funding work that continues to address community needs long after the grant funds are depleted, these requests are reviewed carefully on a case-by-case basis and must make a convincing case that:

- the condition the proposal addresses is significant and can be measured;
- the applicant has the organizational ability to address the problem, is aware of other organizations that are working in the same area, and is the best organization to do this work;
- the organization and its program are likely to achieve the outcomes described in the proposal; and
- the organization has plans in place to ensure that its programs will continue to operate once grants funds are expended.

8. CAN ORGANIZATIONS APPLY FOR CONTINUED FUNDING?

Normally, The St. Joseph Foundation does not support organizations on an on-going basis, preferring to distribute its currently limited funds among many organizations. When The St. Joseph Foundation receives a request for repeat funding, decision-makers carefully review proposals for other sources of funding and evidence of long-term financial strength. Generally, a project receives funding for one year. If an organization has received funding from The St. Joseph Foundation for the past two consecutive years, the organization's request may be denied. However, organizations are encouraged to apply for grants the following year.

9. HOW DOES AN ORGANIZATION APPLY FOR A GRANT?

Any 501(c)(3) organization interested in seeking grant support should follow these steps:

- Review these **Guidelines for St. Joseph Foundation Grants** and determine if your organization is eligible to compete for funds.
- Obtain the **Application Form and Instructions** from the link on The Community Foundation's website at www.cfcsra.org. Follow the directions carefully, and use the "Grant Application Checklist" to make sure that your application is complete (see the last page of the **Application Form and Instructions**). These forms are also available via e-mail.
- Submit your application before 11:00 AM on December 31st. If the deadline falls on a weekend or holiday, proposals are due before 11:00 AM on the following business day. Final grant decisions are approved by The St. Joseph Foundation's Board of Directors in March.

If your proposal is approved, The St. Joseph Foundation will schedule a meeting with you to determine if the program identified in the application remains unchanged. It will also be a time to determine the appropriate distribution of the grant.

10. HOW DO I DEVELOP OUTCOMES FOR PROGRAM EVALUATION?

Through outcome measures The St. Joseph Foundation wants to know how it's funding is stimulating positive concrete change and wants to identify promising practices. Outcome evaluation also helps organizations assess their programs as a step toward greater effectiveness. The St. Joseph Foundation asks organizations to identify target outcomes in their grant proposal, and if funded, to report on those target outcomes in their reports.

In the Grant Application form, each applicant must:

- identify a minimum of three (3) outcomes that will result from the proposed project, and
- indicate the method(s) the organization will use to measure the outcomes.

Outcomes are the benefits and/or changes that occur in individuals or groups as a result of their participation in a program or activity. Outcomes can involve knowledge, skills, attitudes, behavior, performance, status or condition.

Do not confuse outcomes with broad or vague statements or with counting program activities. Statements such as "Young people will feel more empowered," are not adequate outcomes because they are vague and too broad. Similarly, counting program activities (like the number of people attending a training session, or the number of meals served to families who are homeless) only describes the amount of services delivered. It does not indicate whether participants benefited from the program.

Remember that each outcome should have two parts – (1) a prediction of results and (2) a measurement method to determine whether each outcome has been achieved. The outcomes presented by applicants will vary because they depend on the specific goals and activities of the particular program.

11. WHAT IS THE APPLICATION REVIEW AND AWARDING PROCESS?

- The St. Joseph Foundation staff logs in all proposals received. Applications should be arranged in accordance to the “Grant Application Check List.” Applications that do not adhere to the “Grant Application Check List” will be deemed INCOMPLETE and will not be considered for funding. The St. Joseph Foundation does not consider proposals received after the deadline of 11:00 AM December 31st.
- The St. Joseph Foundation Board may request additional information for more extensive evaluation by the St. Joseph Foundation’s Grants Committee.
- The Community Foundation staff and an Unrestricted Grants Panel made up of community leaders may conduct site visits or telephone interviews for proposals for a more extensive evaluation. A summary of these proposals is prepared for review by the Foundation’s Grants Committee. Following its review, the Grants Committee makes funding recommendations to The Community Foundation’s Board of Directors at the March Board meeting.
- The St. Joseph Foundation’s Board of Directors makes the final decision on grant awards at the March Board meeting. Written notification of grant decisions are sent to all applicants within one week following the board meeting.

A grant recipient has up to 12 months following the award notification date to request the funds. If funds are not requested within 12 months of the award date the grant will be rescinded.

12. WHAT ARE THE REPORTING REQUIREMENTS OF UNRESTRICTED GRANT RECIPIENTS?

After receipt of the grant funds, grant recipients are required to submit a six (6) month interim report and a final year-end report within 30 days of the anniversary of the final distribution of funds. The final report should detail how the funds were used along with the results of the targeted outcomes submitted in the proposal.

13. WHERE DO I CALL IF I HAVE QUESTIONS?

The Community Foundation welcomes your questions and comments. Please call the Foundation’s office at 706-724-1314.

ST. JOSEPH FOUNDATION, INC. MISSION STATEMENT

St. Joseph Foundation, Inc as stewards of the funds donated to St. Joseph Hospital of Augusta Georgia through this Foundation, will annually grant funds to agencies of the CSRA who give health services to those persons who are uninsured, underserved, homeless, or utilizing the services of Hospice.