

THE JOY MCCANN FOUNDATION

Building Community Grant Guidelines

The Joy McCann Foundation partners with designated organizations to build up the communities in which they serve. Grant proposals are accepted by invitation only.

Purpose

The Building Community Grants Program is designed to assist designated organizations in developing and delivering programs or services that are at the forefront of their fields in meeting the needs of the communities in which they serve. Designated organizations are those that were chosen by Hugh F. Culverhouse, Sr. before his death as those charities he wished to be benefactors of his foundation. Please see the Eligible Organizations page on the foundation's website at www.mccannfoundation.org for a complete listing of eligible organizations.

What We Fund

- Programs for which traditional funding may be difficult to obtain (ie, new projects, pilot programs)
- Projects that allow organizations to operate in a more environmentally sustainable manner
- Advancements, technical and otherwise, that allow an organization to provide services on the forefront of their field and become a source of expertise to others
- Multi-partner collaborations
- Programs that encourage individual and community health
- Areas of greatest recipient organization priority
- Programs or projects promoting scientific solutions to community issues

What We Do NOT Fund

- General operating support for ongoing activities
- Special Events
- Loans or debt retirement
- Capital Construction
- Endowments
- Annual appeals, federated campaigns, general fund drives or sponsorships
- Projects or organizations whose policies or practices discriminate on the basis of ethnic origin, gender, race, religion, or sexual orientation

Eligibility

Only Designated Organizations may apply for grant support. These are organizations that were chosen and listed by Hugh F. Culverhouse, Sr. preceding his death as those he wished to be potential benefactors of his foundation. Visit the Eligible Organizations page on the foundation's website at www.mccannfoundation.org for a complete listing of eligible organizations.

Funding and Frequency

The Building Community Grants Program operates on a semi-annual giving cycle; each designated organization can apply during either or both cycles, but may receive an award only once a year. I.e., any organization that receives grant funding during the Spring cycle is ineligible to apply during the same calendar year Fall cycle.

Responsive grants may be requested for amounts from \$10,000 to \$15,000.

Semi-Annual Grant Cycle	Letters of Inquiry Due	Invitations to submit full proposals and initial declinations sent	Full Proposals Due	Notice of Grant Awards or Declinations Sent
Spring Grants	March 1 st	March 15 th	April 15 th	May 15 th
Fall Grants	September 1 st	September 15 th	October 15 th	November 15 th

Applying for Funding

Step 1: Submit Letter of Inquiry

The first step in applying to the foundation is a short letter of inquiry (“LOI”) in PDF format, submitted as an attachment using the LOI Submission Form on the foundation’s website at www.mccannfoundation.org. LOI’s should be no longer than two pages, and should minimally address the following:

- Grant request title
- A brief statement of the issues to be addressed and the organization’s involvement with these issues
- A brief summary of the activities for which you are requesting support, including objectives along with anticipated outcomes and implications
- Approximate start date and duration schedule that the funding will cover
- The total amount of funding needed, the amount requested, and information about other sources of support
- **Contact information including telephone and email for questions regarding the LOI**

The foundation prefers to receive LOI’s via its online grant process, although paper copies will also be accepted. We try to acknowledge the receipt of all letters of inquiry. If you do not receive a response to your LOI within two weeks after submission, please contact the Foundation.

All letters of inquiry are first reviewed to determine if they fall within the foundation’s grant guidelines. Those that do not are immediately declined. Letters that are within the guidelines are then reviewed to determine the following:

- Priority of the proposed activities within the foundation’s goals
- Impact of the projected results of the activities
- Competing needs of other applicants

If, based on the letter of inquiry, the project appears to match the foundation’s funding criteria and priorities, the applicant may be invited to submit a full proposal. Applicants that are not invited will also be notified. **An applicant should not submit a formal grant proposal until an invitation to do so is received.**

We receive many more grant proposals than we can fund. The invitation to submit a formal grant proposal does not mean that funding will be approved.

Step 2: Submit Full Proposal if Invited

The following guidelines apply only to full grant applications requested by the foundation after submission of a letter of inquiry. Please do NOT submit a full application without first contacting the foundation.

The Foundation appreciates clarity and brevity in applications. We will actively work with applicants to reduce the amount of burden to staff time in drafting grant proposals. We understand that with small grant amounts, grant funds are often pooled with resources from other funders. If proposals are being submitted to other funding sources, we welcome grantees to share proposals with us in any format. If we need additional information, we will ask.

Applications should include:

Proposal cover sheet (containing only the following)

- Name of the organization
- Program/Project Title
- Title, address, e-mail and phone number of the organization's contact person for the proposal
- Date of submission

Supporting Letter(s)

Each proposal *must* be accompanied by a letter of endorsement signed by the organization's executive director or chair of the organization's governing board; this letter should confirm executive support for the request and give the management's view of the main contribution the requested funds will provide to the organization's mission.

Organizational Review and Update

The Joy McCann Foundation funds only a limited group of partner organizations with whom we have a long-standing history. Grant applicants need not provide a lengthy organization description but should provide an update to highlight any pertinent changes, accomplishments, setbacks or strategic shifts to their work. Organizational facts of particular interest to the grant request should also be highlighted in this section.

Narrative

- Description of the proposed program/project, short- and long- term goals and an explanation of how the program/project furthers the organization's mission
- Description of the people the proposed program/project serves
- Outline of the evaluation process to be used in measuring the program's/project's effectiveness
- Description of staff committed to the program/project and their percentage of effort
- If the program/project will extend beyond the period for which funding is requested, include an explanation of the organization's strategy for continued funding.

Financial Information

- One-year budget for the proposed program/project
- Budget description (short narrative explanation of pertinent budget items)
- If requesting partial funding for a program with an overall budget over \$15,000, include a full budget with an explanation of which components the grant would support.
- Title and contact information for the staff person who will be responsible for financial management of the program/project

Submission Process

ONLY INVITED PROPOSALS WILL BE REVIEWED. The original application packet should be sent to the address below. Electronically submitted applications will be accepted. If submitting electronically, please notify foundation staff to confirm receipt.

Applicants will receive acknowledgement of their submission via email.

Notification of Awards

Applicants will be notified by mail of the Foundation's funding decisions. Organizations receiving grants will be required to sign a grant agreement letter outlining the terms of the grant before grant funds are disbursed. All eligible organizations will receive notification of approved grants.

Reporting

All grant recipients are required to submit both an interim progress report at the mid point of the grant period and a final progress report within 30 days of the close of the grant. The reporting schedule for each grant will be set out in the grant agreement letter.

Interim Reporting: The interim report should not exceed one page and should include a progress update and very brief update on expenditures. The report may be submitted in letter format or as a separate one page report.

Final Reporting: The final report should not exceed three pages and should include progress made towards the goals stated in the proposal, an explanation of achieved program/project outcomes and a closing financial report. Alternatively, if a similarly purposed report is produced for another funder, organizations may submit in any format a copy of the already produced report.

Financial reporting will be done in compliance with all applicable federal grants management guidelines. Grantees must be able to demonstrate the capacity to administer grants and are expected to be able to provide financial accounts of expenditures to assure that funds are used for their intended purposes.

The Joy McCann Foundation views required grant reporting as serving dual purposes:

1. To encourage grant recipients to reflect on the success of their program/project and to undertake self-assessment in a manner most useful to their organizational growth.
2. To allow the Foundation to examine grant outcomes to guide continued strategic grantmaking and to assure due diligence regarding the use of grant funds.

Submissions & Inquiries

Submissions and questions should be addressed to:

Lynn M. Collingsworth
Program Director
Joy McCann Foundation
3225 S. MacDill Ave., #129-135
Tampa, FL 33629
(813) 805-2775

Inquiries can be sent to Lynn@McCannFoundation.org