

GRANTS PROGRAM GUIDELINES AND POLICIES

Requests Up To \$40,000

Rising Sun Regional Foundation, Inc.



RISING SUN REGIONAL FOUNDATION, INC. GRANTS PROGRAM

The Rising Sun Regional Foundation was created in 1994 by the City of Rising Sun in conjunction with the development of the Grand Victoria Casino and Resort by the Hyatt Corporation. The foundation began its grantmaking program in early 1997, which it has continued to implement. It is now funded by the Rising Star Casino Resort, owned by Full House Resorts, Inc., which makes monthly contributions to the foundation based on a percentage of its Adjusted Gross Revenue. The Rising Sun Regional Foundation grants program is designed to primarily benefit the residents of Ohio and Ripley counties and the City of Aurora in the State of Indiana.

According to the Bylaws of the Rising Sun Regional Foundation, Inc.:

- Not less than 15% of its annual gross revenue shall be placed in a permanent reserve fund for future grantmaking purposes;
- The remaining balance of its gross revenue (after the payment of administrative expenses) shall be utilized for its grants program; and
- The Foundation grants program shall operate by a numerical point rating system to ensure the selection of grant recipients on an **equitable and fair basis**, considering, among others, such factors as project need, project impact, organizational capacity, and financial implications.

GRANTS PROGRAM CATEGORIES

As a charitable foundation, the Rising Sun Regional Foundation addresses the broad needs of the residents in its grantmaking region. The Foundation's grantmaking generally falls into the following categories:

- **Community Development**
to include support of projects and programs related to community infrastructure improvements, public safety, economic development, housing, historic preservation, citizen involvement, civic leadership training, and other general community activities;
- **Education**
to include support for programs in pre-school, elementary, and secondary education, post-secondary education, and for special education programs, including scholarship programs;
- **Human Services**
to include the support of human service related programs in the areas of children and youth, senior citizens, disadvantaged populations, etc.;
- **Cultural Affairs**
to include the support of programs and facilities which are designed to establish a diversified regional cultural program that offers wide-spread opportunities for participation and appreciation;
- **Health and Medical**
to include the support of health and medical-related programs.

GUIDELINES AND POLICIES

In order to most effectively fulfill its philanthropic responsibilities in its grantmaking region, the Rising Sun Regional Foundation operates in accordance with the following guidelines and policies:

- That grants will be made only to organizations whose projects and programs benefit the residents of Ohio and Ripley counties and the City of Aurora.
- That grant applicants must qualify as exempt organizations under the Internal Revenue Service 501(c)(3) status or be sponsored by such organizations or qualify as governmental or educational entities or possess similar attributes;
- That grants will be made only to organizations which provide for adequate administrative and financial accounting and reporting procedures;
- That no grants will be made specifically for sectarian religious purposes but can be made to religious organizations for general community programs;
- That no grants will be made to attempt to influence legislation or to intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office;
- That, generally, grants will not be made for projects, programs, and/or equipment which were committed to prior to the grant applications being submitted;
- That, generally, grants will not exceed \$40,000 other than on rare occasions due to their exceptional merits in terms of extreme emergencies, unusual and broad community benefit, and/or major leveraging of other financial resources;

- That preference will be given to grant applications that seek the participation of other contributions by using challenge, matching, or similar grant techniques (grant applicants are expected to make serious efforts in exploring additional funding for their respective projects through their own organizational resources, state and local government support, community and/or private foundations, etc.);
- That preference will be given to change-oriented and problem-solving grants with emphasis on “seed” money and/or one-time grants rather than for on-going, general operating support;
- That grant recipients will sign and abide by the respective conditions as set forth in the Foundation’s “Grant Award Agreement.”

GRANT APPLICATION PROCEDURES

The Rising Sun Regional Foundation utilizes a formal grant application form that requires the addition of several indicated attachments. These forms and application instructions are available at the Foundation office or call to request e-mailed forms.

The Foundation awards grants on a quarterly basis in accordance with the schedule listed. Emergency grant applications may be considered by the Foundation in between these quarterly meetings based upon compelling merits and time constraints related to the grant requests as determined by the Foundation Board of Directors and staff.

GRANTS PROGRAM ANNUAL SCHEDULE

First Quarter Schedule:

January 15: Application deadline*

March 31: Notice to grant applicants of Board of Directors' actions

Second Quarter Schedule:

April 15: Application deadline*

June 30: Notice to grant applicants of Board of Directors actions

Third Quarter Schedule:

July 15: Application deadline*

September 30: Notice to grant applicants of Board of Directors actions

Fourth Quarter Schedule:

October 15: Application deadline*

December 31: Notice to grant applicants of Board of Directors actions

* If this date happens to be on a Saturday, Sunday, or national holiday, the grant application deadline will be the next following business day.

* Applications are due in the Foundation office by 4:00 p.m. local time on application deadline dates as published above.

Note:

Because the foregoing grant guidelines, policies, and procedures are brief and do not cover every aspect of the Rising Sun Regional Foundation grantmaking program, prospective grant applicants are encouraged to contact the Foundation with any questions which they may have prior to completing and submitting a formal application.

Rising Sun Regional Foundation, Inc.

218 South Walnut Street



Post Office Box **199**



Rising Sun, Indiana 47040



812-438-4490 (tel)



risingsunregionalfoundation@gmail.com (email)





GRANT APPLICATION FOR GRANT REQUESTS OF UP TO \$40,000

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Contact Person: _____ Title: _____

Telephone Number: Day: _____ Evening: _____

E-mail Address: _____

IRS Exempt Status (under which section): _____

Federal I.D. Number: _____ Date Organized: _____

Requested Grant Amount: _____

Brief Description of Proposed Grant Project: _____

Authorized Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Proposal Number: _____ Date Received: _____

Date Action Taken: _____ Approved: _____ Declined: _____

Grant Amount: _____

Grant Conditions: _____

GRANT APPLICATION RATING SYSTEM

The Rising Sun Regional Foundation grants program operates on a rating system in the selection of grant recipients to ensure an equitable and fair process. The Foundation's grant application/rating system is divided into four sections (totaling 400 maximum rating points), i.e., project need, project impact, organizational capacity, and financial implications.

A. Project Need (100 points maximum)

1. What are the specific needs or problems in your community that you are trying directly to solve? The grant application must include a project plan which indicates the applicant has carefully reviewed and analyzed local economic and community development conditions, problems, and opportunities; and an implementation strategy to meet those identified community needs.
2. What are the top three priorities/goals of your organization and how does the proposed project relate to one or more of them?
3. How does the proposed project benefit low and moderate income persons (if applicable) or unique population conditions (especially in those geographic areas comprised of smaller population bases)?

B. Project Impact (100 points maximum)

1. What do you ultimately plan to accomplish through your proposed project? How will it solve or reduce the needs or problems described above or take advantage of unique opportunities?
2. Describe the project activities or steps that you will take to carry out your project. Include a timeline, description of staff, volunteers, or consultants to be

involved, other organizations with whom you will work, etc. If other organizations will be involved, what will they do?

3. How do you plan to evaluate the progress and success of your project? This might include holding key events, reaching a designated number of people, obtaining written responses from program participants, administering pre- and post-tests, or using other evaluation instruments.

C. Organizational Capacity (100 points maximum)

1. Briefly describe the history and expertise of your organization. For instance, when did you incorporate, what does your organization do, who have you traditionally served or targeted?
2. What other organizations or services are addressing the same problem(s) and how are they doing so? How does your approach differ from or augment these services?
3. Does your organization have the current capacity, and is it ready to proceed and complete the project in the projected grant period?

D. Financial Implications (100 points maximum)

1. What is the proposed budget for this project? (Please enclose a copy of an itemized budget.)
2. Please fully explain what documented effort(s) you have made in seeking and/or securing any other appropriate sources of funding for this proposed project and what was the outcome. If your project costs exceed the amount that you are requesting from the Rising Sun Regional Foundation, how do you plan to pay for that amount? What support has already been received or

pledged relative to your proposed project budget (which should be documented as part of this grant application)?

- 3. If you plan to continue this project beyond the period for which you have requested funds, how do you plan to continue paying for it?

E. Optional

If you feel that there are important aspects of your project that have not been covered under any of the questions above, please present them in a succinct manner.

FOOTNOTES

- 1. See "Grant Guidelines & Policies."
- 2. Completed application forms should be submitted to the Rising Sun Regional Foundation office by 4:00 p.m. local time in accordance with the grants program application deadline dates, as published.
- 3. To be reviewed for consideration, completed grant application forms must include the following:
 - Budget for proposed project;
 - List of members of governing board;
 - Most recent financial audit or year-end financial statement, (if applicable);
 - Current month and year-to-date financial statement (if applicable);
 - Copies of several applicable vendor quotes for proposed capital projects, purchase of equipment and/or supplies, etc.

- Copy of 501(c)(3) tax exempt ruling from Internal Revenue Service or adequate substitute, as described in the "Grant Guidelines and Policies."
- Full information in response to the questions presented in this application form. Incomplete and/or unclear grant applications may be rejected or cause a delay in their review and consideration for grants.

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