

Please read these guidelines carefully before starting the application, as they govern our Grantmaking process!

GRANTMAKING GUIDELINES

Thank you for your interest in The Portland Foundation (the Foundation). The following information will assist you in determining whether to apply to the Foundation for funding and explain how to proceed if you are eligible to do so. Please review these materials carefully. While the Foundation would like to support all the important work being carried out by Jay County's not-for-profit organizations, its financial resources are limited. The information provided through the application process helps the Foundation make sound decisions based on its mission, the directives of donors, and the Foundation's goal to provide effective assistance to as many organizations as possible.

POLICY STATEMENT FOR GRANTMAKING

The objective of the Foundation is to develop a protected pool of capital to generate income, so that the income can be used to energize and nourish endeavors that seek to serve the charitable, cultural and community improvement needs of the citizens now and hereafter residing in Jay County, Indiana. Our grant policies will be designed to conform to that overall objective.

WHO WE FUND

The Foundation makes grants to tax-exempt (501)(c) organizations operating or proposing to operate programs for the benefit of Jay County residents.

WHAT WE FUND

The Foundation makes grants to increase the capacity of Jay County's not-for-profit organizations to respond effectively to the needs of the community. In general, the Foundation prefers funding for:

- Start-up costs for new programs
- One-time projects or needs
- Capital needs beyond an applicant's capabilities and means.

In addition, field of interest funding is available on a limited basis for the areas of:

- Emergency service agencies
- The benefit of elderly citizens of Jay County
- Portland area general community improvement
- Needy families
- Libraries
- Historical facilities
- Care and prevention of cruelty to animals
- Handicapped children
- Education of sensory impaired children

Historically, the Foundation has funded projects in the areas of community development, arts and culture, health and human services, youth, and education.

WHAT WE DO NOT FUND

The Foundation will not normally consider grants from unrestricted funds for the following purposes:

- Individuals other than scholarships (separate applications exist for the scholarship program)
- Organizations for religious or sectarian purposes
- Make-up of operating deficits, post-event or after-the-fact situations
- Endowment campaigns
- For any propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns.

In addition, the Foundation board is reluctant to approve grants to any organization for the purpose of maintaining an on-going operating budget or for multi-year grant requests. (Please contact the Foundation office before submitting a multi-year grant request). However, exceptions to this may be made at the discretion of the Board.

To facilitate the preparation of complete grant applications, applicants are encouraged to utilize Foundation staff assistance. Contact the Foundation office at (260) 726-4260 if you have any questions or need assistance with your application.

In addition, Foundation staff may contact you to arrange a conference to discuss the application, your organization, or your request. This may be in the form of a site visit, telephone conversation, or a meeting. All proposals will be reviewed by Foundation staff for completeness and to insure they fit within the general guidelines. Once a grant is received, the Foundation anticipates that the funds shall be expended during the calendar year awarded. Failure to use funds for the purpose designated will result in obligation to repay grant money! If it appears implementation of the project or program will be delayed, the grant recipient must submit a written explanation which contains a request to encumber the funds for the following calendar/fiscal year. The Foundation's Board of Trustees will determine if the funds may be held over or if the applicant must reapply in a subsequent grant cycle.

PROPOSALS SHALL INCLUDE

- Budget for proposed project with two competitive purchase estimates and/or project bids, if applicable
- Most recent financial audit or year-end financial statement AND current budget year-to-date
- Copy of 501 (c) tax exemption ruling from the IRS – if not on file at the Foundation office
- All pertinent supporting information

WHEN TO APPLY

The Foundation Board considers grants two times each year – in February and August. Completed applications must be submitted by 5:00p.m. on: **January 6, 2026** for consideration in February **June 26, 2026** for consideration in August The Portland Foundation reserves the right to revoke a grant if the implemented project does not comply with our guidelines or reflect the application that was submitted.

Preparing a Grant Proposal for The Portland Foundation

- Read instructions carefully. Be sure to include all requested information. Grant committee members note your ability/inability to follow directions.
- Applications should be brief and to the point. Avoid using technical or professional jargon that might be unfamiliar to committee members. Remember, those making the grant selections are unlikely to be professionals in your particular field.
- State/summarize proposed project immediately. If you give a brief background of the project or organization, do so after you have stated the projects you are proposing to the foundation.

Don't require the grant committee members to read several paragraphs before you state the purpose of the grant proposal.

- Demonstrate that you have the support of others for your organization, and this project specifically. Include other foundations, corporations, and individuals who have already donated or will be working with you to make the project successful.

Financial Information

- Fill out all financial information in the application. This is a specific format required of all applicants. If a line item does not apply to your organization, then write N/A.
- Include your organization's most recently completed financial statements in whatever form you maintain that information.
- Attach two, competitive, detailed project estimates or bids.
- The project budget should be an itemized list of the cost of your project. The grants committee needs to know how you determined the project cost. Please attach professional estimates, quotes, etc. These documents demonstrate that you have done your homework and have an accurate sense of what the project will cost.
- Ask for a specific amount in your request. If you don't tell the Foundation how much you need then they won't know. Also, please be sure the amount you are requesting from The Foundation is consistent throughout the application.
- Ask for the right amount. Determine the average range of gifts the foundation has made in the past. Research the amount specific to your type of request.

Attachments

- Acknowledge missing information. If you do not submit one of the requested attachments, state why you have not included the information and upload that document in its place. The grants committee requests all information for a reason. If you do not acknowledge the omission of information, the committee cannot effectively review your proposal.

Finally

- Ask questions. It is better to call the Foundation (at 260- 726-4260) with your questions than to submit inadequate or incorrect information.
- Executive Director Doug Inman and Program Officer Jessica Cook are available to answer any questions, you may have regarding the grant process.