

## ECCF NONPROFIT GRANT TRAINING AGENDA

Wednesday, November 13, 2019, 12:00-1:00 p.m.

Tuesday, December 3, 2019, 2:00-3:00 p.m.

Tuesday, January 7, 2020, 11:00 a.m.-12:00 p.m.

1. Welcome and Introductions
2. Introduction to the Eau Claire Community Foundation: history, giving categories, Field of Interest funds
3. Applying for a grant:
  - a) ECCF Grantmaking Guidelines
  - b) Grant applications
    - a. Program Grant
    - b. Asset Purchase or Improvement Grant
    - c. Women's Giving Circle Grant
  - c) Tips for preparing your grant application
  - d) How to fill out our online applications
  - e) Grant Acceptance Forms— to sign when you receive a grant
  - f) Grant Reports—what's required and why they're needed
4. After grant applications are submitted:
  - a) Staff complete due diligence on all applications by reviewing attachments and verifying each applicant's nonprofit status.
  - b) Grants Committee members read and discuss applications in subcommittees. The entire Committee then meets to make their final funding recommendations.
  - c) Grants Committee recommendations go to the Foundation's Board of Trustees for final approval.
  - d) All applicants will be notified of their applications' status in early May. The Grant Acceptance Agreement form will appear in the online grantee portals of those whose grants are approved.
  - e) Grant awards will be officially distributed at ECCF's Annual Meeting in early June; grantees who need earlier disbursement can contact ECCF to make arrangements.
  - f) Grant Reports are due July 1, 2021.
5. Questions/Discussion

### **DEADLINE FOR SUBMITTING GRANT APPLICATIONS:**

**January 20, 2020, 11:00 p.m.**

*If you have questions, please contact Program Specialist Rebecca White Body at [grants@eccfwi.org](mailto:grants@eccfwi.org) or (715) 552-3801.*