



Eau Claire  
Community  
Foundation  
For Good. For Ever.

## GRANTMAKING GUIDELINES

The Eau Claire Community Foundation (ECCF) serves Eau Claire and its surrounding area by awarding grants to organizations whose programs address needs in the following areas:

**“Create Culture”** (*Arts and Culture*) – Supports programs and organizations that enhance the quality of life in our community through music, visual and performing arts, literature, and museums.

**“Form Futures”** (*Education*) – Supports programs that provide instruction for children and adults offered by established institutions or nonprofit organizations, as well as programs that offer learning or community development opportunities.

**“Give Green”** (*Environment, Recreation, Animals*) – Supports programs that engage children and adults in activities that improve or sustain the quality of our natural resources. Also supports programs that provide opportunities for children and adults to engage in sports, fitness, and health and recreational activities.

**“Offer Opportunities”** (*Social Services, Accessibility Needs, Needs of Elders*) – Supports programs that fill important needs for children, adults, and families, such as basic health services, food, shelter, safety, and clothing.

### Where do grant funds come from?

The Eau Claire Community Foundation is supported by many generous donors. We rely on donations to grow the endowment that provides grants to help meet the ever-changing needs of our area. A gift given directly or through a will or other estate planning strategy becomes a permanent community funding resource through the ECCF.

In addition, the ECCF administers and awards grants from over 250 funds. With the principal carefully invested, the funds continue to grow. Earnings are distributed in the form of community grants, allowing the flexibility to address changing needs of our area, and providing funding for innovative projects and programs that enrich our community now and for generations to come.

Field of Interest Funds and Unrestricted Funds are used to support the grants for which nonprofit organizations apply. A volunteer review committee, appointed by the Foundation’s Board of Trustees, reads all applications submitted by the deadline and evaluates each one based on the specific request and potential benefits to the community. The review committee’s recommendations are presented to the Board of Trustees for approval.

### Eligibility

- The ECCF makes grants to nonprofit agencies located in the Eau Claire area, or to those able to demonstrate significant impact within this area. Preference will be given to agencies located within the Eau Claire area.
- Applicants will need to submit evidence of 501(c)(3) or 509(a)(1),(2), or (3) tax status, or another qualified 501(c)(3) organization must agree to serve as fiscal agent. Applications from tax-exempt entities like government and religious organizations are also accepted.
- Grants shall be awarded for current expenditures, *not for obligations previously incurred*.
- The ECCF supports projects which have been planned in light of overall community needs and *which do not duplicate existing services*.
- The ECCF does not make grants to organizations that discriminate on the basis of race, ancestry, color, age, familial status, disability, religion, gender, sexual orientation, marital status, lawful sources of income, national origin, or any other discriminatory practice prohibited by state or federal law.

Applicants are encouraged to contact the Foundation office to discuss their projects prior to submitting an application. Informational meetings specifically about the Foundation's application process are scheduled prior to the deadline, and applicants are encouraged to attend. Please contact the ECCF Program Specialist at 715-552-3801 or [grants@eccfwi.org](mailto:grants@eccfwi.org) for more information.

## Grantmaking Priorities

The Foundation **favours** innovative proposals that:

- Promote collaboration and reduce duplication of services
- Build upon the strengths of the community so it may respond more effectively to local needs
- Apply the Foundation's limited resources optimally to meet important community needs.

Please note:

- Preference will be given to requests that demonstrate the most urgent and immediate need for funding.
- Grants are made for one year only. Due to limited financial resources, the ECCF prefers not to grant funds to any organization in frequent succession.
- The ECCF rarely provides the entire support of a project. It encourages the participation of others in funding projects.
- **The ECCF will consider funding start-up costs directly related to the grant proposal, such as paying staff for extra hours required to implement a program or training expenses related to grant-funded asset purchases.**

Grants from the ECCF competitive application process are **not** used for the following:

- Repetitive requests (i.e. the same use year after year)
- **Previously incurred operational expenses, such as rent and salaries, that are not integral to the implementation of the grant request**
- Direct grants to individuals, annual campaigns, or lobbying
- Contributions to endowment funds, contingency funds, or reserves
- Sectarian (religious) programs, if the program participation requires membership in the religious group or commitment to specific beliefs prescribed by the religious group
- Organizations operated primarily for the benefit of their own membership
- For the payment of interest or taxes
- **Applications from or on behalf of schools with affiliated school Foundations, such as the Eau Claire Public Schools Foundation**
- **Generally, we don't fund applications with other Foundations as fiscal agents**

## Application Procedures

Application forms are available through the Grant Portal linked on our website ([www.eccfwi.org](http://www.eccfwi.org)). Please consult the "Grant Opportunities" page of the website for the most up-to-date instructions.

- **Each organization may submit only one application per grant cycle.**
- Each grant proposal is carefully considered by the ECCF Grants Committee, whose recommendations are presented to the Board of Trustees for final approval.
- A letter will be sent to all recipients and non-recipients within 90 days of the grant application deadline.
- A grant acceptance agreement e-signed by the President or Executive Director of the grantee organization accepting all conditions of the ECCF grant must be returned to the ECCF office prior to the release of any ECCF funds.
- Grant checks will be distributed at the ECCF Annual Meeting, which is held in early June. If your grant is approved and you need the money earlier, contact the Foundation office to make alternative arrangements.
- Grant money must be used for its approved purpose. If an organization is unable to use the money according to its original proposal, it must submit a letter of request for re-directing funds to the ECCF Board of Trustees no later than 60 days before the end of the grant period. If the request is not made or is denied, the organization must return the grant money.
- Grant applicants should actively explore all other possible sources of funding while awaiting a decision by the ECCF. Such exploration does not necessarily lessen the chances of a grant being made. The ECCF should be notified in writing if substantial support is obtained from other sources.

## Follow-Up Requirements

- Follow-up site visits may be requested.
- **A final report on all funded grant proposals is required within 30 days of the grant period's end. Late or missing reports will make the grantee ineligible for another ECCF grant for at least one year. A time extension may be**

requested by the grantee at least 60 days before the end of the grant period and requires ECCF Board approval. Other reports on project status may be requested by the ECCF. Publicity requirements are detailed in the grant acceptance agreement. Please see the “Grant Reporting” page under the “Lasting Impact” tab of the ECCF website for more information.