



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 improve the quality of our natural resources, meet the needs of animals, or provide opportunities for children and adults to engage in sports, fitness, and recreational activities.
- "Offer Opportunities"** (*Social Services, Accessibility Needs, Needs of Elders*) – Supports programs that fill important needs for people of all ages and abilities, such as basic health services, food, shelter, safety, accessibility, and clothing.

### Eligibility

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*.
- ECCF supports projects which meet important community needs and *which do not duplicate existing services*.
- 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.

### 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 grant reviewers, whose recommendations are presented to the ECCF Board of Trustees for final approval.
- 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 submitted prior to the release of any ECCF funds.
- Community Grant Cycle checks will be distributed at the ECCF Annual Meeting, which is held in early June.
- 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 ECCF. Such exploration does not necessarily lessen the chances of a grant being made. ECCF should be notified in writing if substantial support is obtained from other sources.

## Grantmaking Priorities

ECCF ***favors*** 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 ECCF's 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 and are generally not made to any organization in frequent succession.
- ECCF encourages applicants to collaborate with other organizations in developing projects.
- **ECCF will accept requests for Operations expenses (e.g. salary, rent, utilities). Operations grants are NOT intended to be an ongoing source of funding. Rather, they're intended to support nonprofits during times of transition, unexpected revenue loss, or unusually high expenses.**

ECCF grants through the competitive process are ***not*** used for the following:

- Repetitive requests (i.e. the same use year after year)
- Previously incurred expenses
- 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

## 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 ECCF. Publicity requirements are detailed in the grant acceptance agreement. Please see the "Grant Reporting and Publicity Guidelines" tab of the "Grant Opportunities" page of the ECCF website for more information.