

# PARKSTON AREA FOUNDATION

## GRANT MAKING GUIDELINES

1. **Qualification** Purpose of the project should fulfill a community need and should involve a tangible and measurable means of evaluation.
2. **Volunteerism** Projects that involve significant and continuous community volunteer support will be favorably considered.
3. **Innovation** The Parkston Area Foundation (PAF) funds ongoing, well-established projects as well as innovative projects designed to address existing community needs in innovative ways.
4. **Discrimination** Applications from persons and/or agencies offering services exclusively to one gender, age group, or race will be closely scrutinized for discriminatory practices. Funding will be based on the needs of the individuals being served.
5. **Continued Funding** No guarantee of continued funding will be communicated until subsequent grant applications are reviewed. However, once initiated under foundation funding, projects with a good track record will be considered favorably in subsequent grant decisions. No more than three years of sequential grant funding shall be awarded to any one grantee for the same purpose.
6. **Challenge Grants** The PAF encourages matching funds from all grant applicants. When the board perceives the need for more local involvement and support of a given project, it may issue challenge grants in any proportion. Funding may be contingent upon acquisition of the required matching money. There may be times when the PAF perceives a need in the community currently not being met. The board then may issue a challenge grant to the community or request a proposal to address that particular need.
7. **Grant Review** Grant applications will be considered once each year. The application deadline is **March 31, 2019**. Those applications that do not fit the mission of the Foundation, or clearly do not qualify will be eliminated.
8. **Communication** All applicants will be informed in writing of approval or disapproval of their application. All decisions will be held in confidence until announced by the PAF Board of Directors or their appointed spokesperson.
9. **Final Evaluation** A follow-up summary must be submitted to the Foundation Board within one year of receiving the awarded funds. Applicants shall inform the Board in writing of any significant changes in grant applicant status, organizational status, or project implementation information.

# PARKSTON AREA FOUNDATION

APPLICATION FORM  
**DEADLINE: MARCH 31, 2019**

1. Person or Sponsoring organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Amount of Money Requested: \_\_\_\_\_

2. Purpose of Requested Funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Benefit for Community if Funded: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read, understand, and attest that all information herein is true and complete to the best of my knowledge. I understand that a written follow-up is required, and I will submit a report to the Foundation Board at the completion of this project.

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: Parkston Area Foundation  
Attention: Grant Application  
Box 823  
Parkston, SD 57366

**GRANT ACCEPTANCE POLICY: Must be completed for all grants requiring expenditure responsibility by grant recipient.**

Any grant made will be subject to the terms herein.

Grant Applicant (Organization or Group): \_\_\_\_\_

1. **Public Recognition:** The Foundation appreciates the grantee’s efforts to publicize the grant and the fund within the South Dakota Community Foundation that awarded the grant.
  
2. **Expenditure of Grant Funds:** The funds awarded may be spent only in accordance with the goals and objectives stated and budgeted in the Grant Application you submitted, as approved by the Foundation. The funded project and its budget may not be changed except with prior written approval of the Foundation.
  - a. Expenses may not be charged against the grant before or after the date of the grant period without prior written approval of the Foundation.
  
  - b. Equipment or property purchased with grant funds shall be the property of the grantee organization unless the organization should go out of existence. In that case, the ownership of the equipment or property reverts to the Foundation unless ownership is transferred to another nonprofit organization.
  
3. **Disbursements to Grantees:**
  - a. Grant funds will be disbursed to the grantee upon receipt of signed contract.
  
  - b. The grantee is responsible for grant funds received and for maintaining adequate supporting records. Separate accounting records must be maintained for these grant funds.
  
4. **Reversion of Grant Funds:** The grantee will return to the Foundation any funds not spent by the close of the grant period, except in the case of prior written approval of the Foundation for an extension of the grant period for substantive causes.
  
5. **Review of Grant Activity:** The grantee will furnish the Foundation with a closing grant evaluation and statement of expenditures.

Also, the Foundation would appreciate photos and copies of articles published about the grant activity.
  
6. **Limit of Commitment:** Unless otherwise stipulated in this contract, the Foundation has no obligation to provide other or additional support to the grantee.

**SIGNATURE**

Grant Applicant (Person Responsible):  
\_\_\_\_\_

Signature	Date
-----------	------