

ECCF NONPROFIT GRANT TRAINING AGENDA

Wednesday, November 13, 2018, 12:00-1:00 p.m.

Tuesday, December 4, 2018, 2:00-3:00 p.m.

Monday, January 7, 2019, 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 be emailed to those whose grants are approved.
 - e) Grant awards will be officially distributed at ECCF's Annual Meeting on June 6, 2019; grantees who need earlier disbursement can contact ECCF to make arrangements.
 - f) Grant Reports are due July 1, 2020.
5. Other Resources: L.E. Phillips Memorial Public Library Foundation Center Database: Grant Proposal Writing Webinar Nov. 14 1-2 pm in library's Chippewa Room; 715-839-5004 or librarian@eauclaire.lib.wi.us
6. Questions/Discussion

DEADLINE FOR SUBMITTING GRANT APPLICATIONS:

January 20, 11:59 p.m.

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