

# **Aberdeen Area Community Foundation, Inc.**

## **Grant-Making Guidelines**

AACF is a Community Savings Account (“CSA”) pursuant to an agreement with the South Dakota Community Foundation (“SDCF”), a public, non-profit 501(c)(3) organization, the mission of which is to promote philanthropy, receive and administer charitable gifts and invest in a wide range of programs promoting the social and economic well being of the people of South Dakota. More than 60 local foundations across the State of South Dakota are administered as Community Savings Accounts operating as advised funds under the umbrella of SDCF.

Pursuant to our agreement with SDCF, all contributions received by AACF are subsequently transferred to the SDCF which provides professional management and investment of the contributions; and accounting and reporting services. Earnings generated on the contributions are returned by grant to non-profit organizations within the Aberdeen area on an annual basis.

The following Guidelines will be followed by the Board of Trustees of the Aberdeen Area Community Foundation (“AACF”) when considering requests for grants:

### **Application**

Applications shall be made using the Aberdeen Area Community Foundation Grant Application and will be accepted throughout the year. However, the AACF will consider applications only at its regular monthly meetings held in the months of February and August. Applications received by January 31 will be considered during the February meeting; applications received by July 31 will be considered during the August meeting. If the circumstances surrounding an application so dictate, and if two-thirds of those Trustees present and voting so agree, the AACF may consider such application at any regular or special meeting of the AACF Board of Trustees. Grant applications approved by AACF will then be forwarded with a recommendation for funding to the SDCF for final action. All applicants will be informed in writing of final action taken on their grant application. Multiple applications from one organization in any twelve-month period are prohibited.

### **Challenge Grants**

When the AACF Board of Trustees perceives a need that is not being met, it may issue a challenge grant to, or request a proposal from appropriate organizations participate in an effort to address the unmet need.

### **Due Diligence**

The Board of Trustees of AACF will look for and assess the following indicators of success:

- Projects that involve significant and continuous community volunteer support;
- Projects receiving matching funds. If the AACF perceives the need for more local involvement in, and support of a given project, it may require a challenge grant and may make its funding recommendation contingent upon acquisition of matching funds.
- Projects supported by a well-established organizational structure, in-depth planning and well-prepared budgets.

- Projects that fill a real need and that are not redundant to or hostile to already existing similar projects.
- Ongoing, well established projects as well as innovative projects designed to address existing community needs in innovative ways.

### **Prohibited Uses of Grant Funds**

Grants may not be used for the following purposes:

- Operating expenses for local, tribal, state or federal governmental entities;
- Capital projects that exceed 10 percent of the funds available to AACF for grant-making in the year in which the request is made;
- Loans;
- Transportation vehicles and equipment valued over \$10,000;
- Technical assistance not otherwise integral to achievement of project objectives; and
- Projects with a total cost of less than \$2,000.

### **Multiple Years of Funding**

Generally only proposals for one year of funding will be considered by AACF. If applicants require more than one year to accomplish their project, applicants they should submit a letter with their first application indicating their intent to request additional years of funding. AACF will not guarantee continued funding; subsequent applications will be considered on their merits and with reference to the funding available in that particular year. No more than three years of sequential funding will be awarded to any one applicant for the same project.

### **Final Report**

Successful applicants shall submit a final report to the AACF immediately following completion of the project. No additional grant application from the applicant will be considered until the final report is received.

### **Discrimination**

The AACF scrutinizes all grant applications for discriminatory practices and the same will not be tolerated.

### **Seed Grants**

Applications requesting start up money must provide feasibility data indicating a need for the project, support for the project and the ongoing probability of success.

### **Partnerships**

Applications received from partnerships of two or more organizations will be considered if their proposal meets the guidelines of the Foundation. However, communications and accountability must be established with one organization.

### **Exceptions**

The AACF may make an exception to any printed policy upon motion duly made, seconded and carried by two-thirds of the members present and voting. Said motion must state the rationale for the exception. Exceptions taken in one instance do not constitute precedent exceptions for future grant decisions.