



Innovative Impact Grant - Guidelines

Eligibility: *Grants are made for charitable purposes to organizations based in and serving the greater Johnson County area. Applicants must be exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. If an organization has not been recognized as tax exempt, it may be considered if it has a fiscal agent relationship with a 501(c)(3) organization.*

Tips:

1. Read through the application packet *before you begin*.
2. Grant applications are to be submitted on/with the JCASG, Inc. approved application form, typed and with the required signature. ***Handwritten applications will not be accepted.***
3. Be specific about your program and its goals. Be brief and concise.
4. Do not use jargon, acronyms or technical language even though your proposal may be of a technical nature. This detracts from our broader understanding of the project.
5. We encourage you to send your proposal to other funding sources. With limited funding and the volume of requests, JCASG cannot fund all requests.
6. Our review will require us to copy various parts of the proposal, so just clip your proposal together to submit. Do not use staples or binders.
7. If you need assistance, please call or email Sheila Benham at 691-1196 or Sheila@jcasg.org.

Areas of Focus:

The Johnson County Autism Support Group is interested in funding projects that improve the quality of life for individuals with autism in the Johnson County area. With this grant cycle, JCASG will **provide support to organizations serving a need for individuals with autism in grades 5 -12 or ages 18-22.**

Because of limited resources, JCASG favors programs that:

- Provide innovative responses to recognized needs that do not duplicate other efforts;
- Address a problem or special project of some significance not covered by the regular budget;
- Strive to equip individuals with autism to help themselves and become contributing members of the community;
- Increase individuals' access to community resources.

Scope of Funding:

- JCASG reviews grant applications only one time per year. Only one proposal per organization may be considered within a twelve-month period.

- JCASG will review grant requests from \$500 - \$10,000.
- **Organizations interested in submitting a grant should first contact JCASG by a letter of inquiry (Deadline October 1).** If the grant request meets fund guidelines, the organization will then be asked to submit a grant application.

We do NOT fund:

- Annual campaigns or special fundraising events
- Existing obligations or deficit funding
- Endowments
- Equipment, unless an integral part of an eligible project, or clearly improves the agency's ability to deliver services
- Individuals
- Routine or on-going operating support
- Conferences, publications, films or media programs, unless an integral element of project
- Tours and trips for individuals or groups
- Projects and services that are typically the funding responsibility of federal, state or local governments
- Capital requests for planning, construction, renovation, or acquisition of land
- Public school services required by state law
- Medical research
- Athletic leagues or teams

JCASG prefers to support programs and projects that have a long-term impact, as opposed to one-time events or conferences.

Evaluation Criteria:

Particular consideration is given to the following in determining the merits and priority of an application:

- The degree of potential benefit and number of people who will benefit
- Proposals emphasizing life, social and/or job skills
- Programs involving collaboration by two or more organizations
- Programs that can be replicated in their design
- Plans that exhibit a realistic work plan and evaluation method
- Programs that attract and utilize volunteer resources and support
- Programs that demonstrate they have been planned to serve a need in the autism community

JCASG does not discriminate on the basis of race, religion, sex or national origin; we expect grant applicants to hold similar standards.

Upon submission, grant applications and accompanying materials become the property of JCASG and will be used as deemed appropriate. They may be reviewed with community organizations and individuals as we assess the project and its potential significance.

Timeline:

Letters of inquiry must be received by October 1. It will be reviewed for completeness and its fit to general guidelines (see below for required elements). If more information is

needed, you will be contacted by phone or email. The JCASG grant committee will evaluate the proposal against our criteria. If the proposal is deemed appropriate, you will be contacted and sent a full grant application.

Grant applications must be received by November 15. Applications will be reviewed by the full JCASG board. Grant decisions will be communicated by phone or in writing to all applicants. If funded, the grantee will be asked to sign and return a grant agreement in which you acknowledge and agree to grant terms, payment schedule and communication and evaluation requirements.

You will be notified of approval/denial by January 15.

What to Include in the Letter of Inquiry:

- ✓ Narrative proposal in the form of a 1-2 page letter on agency letterhead containing the following
 - Introductory description of the program and its intended impact
 - Estimate of the number of people involved in the project and the number impacted
 - Your organizations capability and experience to undertake the project
 - How the project will benefit individuals with autism
 - Timetable for the project and when funding is needed
 - Plan to promote the project
 - Amount of funding requested from JCASG
- ✓ Signature and contact information page (see page 4)



JOHNSON COUNTY
AUTISM
SUPPORT GROUP

Letter of Inquiry Signature Page

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Primary Contact: _____ Title: _____

- Tax exempt charitable organization - IRS 501(c)(3)
- Affiliated with tax-exempt or governmental unit – please list _____
- Other – give explanation _____

The signatures of the chief staff person and officer of the Board of Directors indicates board approval of project and certifies that the organization does not discriminate on the basis of race, color, age, gender or national origin. This signature also certifies the organization's commitment to file appropriate reports on the grant's use.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Letters of inquiry and supporting information (page 3) must be received no later than October 1. Packets should be mailed to:

Johnson County Autism Support Group, Inc.
Attn: Grants
609 Treybourne Drive, Ste D
Greenwood, IN 46142

For additional information, please contact Sheila Benham at 691-1196 or Sheila@jcasg.org.