



Rockdale County Clerk of Courts Charitable Giving Guidelines

Eligibility

Applicants must meet the following requirements to be eligible:

- Organization is a nonprofit that is exempt under Section 501 (c) (3) of the Internal Revenue Code or is a governmental entity or a unit thereof.
- Organization serves Rockdale County residents.
- Organization has not previously received funds through this program
- Demonstrate plans to expend the funds within 12 months of receiving the grant

Purpose

This Charitable Giving program is intended to support the missions of charitable organizations directly providing services to residents of Rockdale County. Funds may be used for special programs or projects, including strategic planning activities and the purchase of capital items. They may also be sought to support on-going activities. Such funds may be used to strengthen organizational capacity, including funding salaries for key staff and covering core operating expenses.

Gift Amounts and Application Limits

Applicants may apply for one gift only. (An organization may submit a second application if the first application does not result in a gift award.) Applicants are strongly encouraged to develop a sustainability plan that includes garnering support from other resources.

Gift amounts may vary depending on a number of factors including, but not limited to, the applicant organization's budget, the organization's goals, the number of Rockdale residents within the target population that will be served, and the amount of funds available.

Evaluation Criteria

Priority will be given to applications that meet the following criteria:

- Demonstrate sustainable ways to improve the quality of life of the residents of Rockdale County
- Reach underserved populations
- Leverage additional financial or volunteer resources
- Demonstrate the capacity of the organization to use the gift in a timely and efficient manner
- Include clearly defined and measurable outcomes
- Demonstrate broad or strong community impact with lasting value
- Reduce long-term costs and duplications by achieving objectives.
- Incorporate sound programmatic methods and evaluations as building blocks for long-term program success
- Improve program and service delivery quality as rated by a recipient satisfaction survey
- Demonstrate an effort to collaborate with other community organizations with similar goals



Rockdale County Clerk of Courts Charitable Gift Application Form

Submit **Original** and **5 Copies** (3 hole punched and clipped **NOT stapled**) of the Application to:
Rockdale County Clerk of Courts
Rockdale County Courthouse, Ste. 204
Conyers, Georgia. 30012

DUE NOON April 15, 2019

Date of Application

PLEASE TYPE OR PRINT CLEARLY

Organization Information

Name of Organization

Address

City

State

Zip

Telephone

Fax

Website

Primary Contact Person

Title

Telephone #

Email

Executive Director (If different from Primary Contact)

Email

Telephone #

Please check the appropriate boxes:

- Organization is exempt under Section 501 (c) (3) of the IRS code
 Organization is a governmental entity or unit thereof
 Organization has not previously received a Clerk of Courts Grant

Application Summary Information

Please provide a 2-3 sentence summary of the purpose of the request:

Dollar Amount Requested

\$ _____

Total Project Budget

\$ _____

Total Annual Organization Budget

\$ _____

Authorization

Authorizing Official _____ Title _____
Signature _____ Date _____

Narrative

Narrative – Include the following information in a narrative not to exceed five pages.

1. Agency Information

- a. Mission statement and/or a brief statement of organization's objectives
- b. Brief summary of organization's history, including year founded
- c. Summary of grant history -- What other grants and gifts has your organization received and/or applied for in the past three years?

2. Purpose of Gifts - Please provide a description of how the gift will be used in the next 12 months, if approved.

Include the following information:

- a. What is the target population? How many individuals will be served?
- b. What additional financial or volunteer resources will be utilized to support this program?
- c. Describe how the activity will be conducted and the qualifications of the individual responsible for oversight.
- d. What measures will be used to evaluate the success of this project, activity or program?
- e. Describe the impact of this project on the community at large within the next 12 months
- f. Discuss how successful implementation of this request may reduce long-term costs for individuals and/or the community.
- g. Describe strategies for long-term sustainability of the project and anticipated outcomes.
- h. List any current or potential partners you plan to collaborate with to achieve your objectives.

Attachments

Attachments – please attach the following:

1. Board of Directors (list of directors, including occupations and/or community affiliations)
2. IRS determination letter indicating tax-exempt 501 (c)(3) status
3. Most recent tax forms filed with the IRS (form 990 or 990EZ)
4. Most recent fiscal-year-end financial statements (Not bank statements)
5. Current fiscal year organization budget, including income and expenses.
6. Budget for program or project to be funded by the gift. (Include time frame for spending the requested funds.)