



KNIGHT FOUNDATION FUND GRANT PROGRAM

Guidelines and Instructions

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Table of Contents

Knight Foundation Fund Grant Application and Evaluation Process 2
Funding Eligibility and Guidelines 3
Frequently Asked Questions 4
Contact Us..... 5

Knight Foundation Fund Grants

The Knight brothers believed that a well-informed community could best determine its own true interests and was essential to a well-functioning, representative democracy. The brothers pursued those beliefs, building and running one of America’s largest and most successful 20th-century newspaper companies. Fort Wayne, Indiana, was home to one of the Knight Newspaper companies. In the words of Jim Knight, “The Knight Foundation was formed to promote excellence in journalism and the success of the communities in which we worked.” The company was sold, and the ever-evolving foundation carries on this work. Fort Wayne is one of 26 Knight Cities once home to a Knight newspaper. The Knight Foundation works closely with local community foundations in their Knight Cities to help fund and foster continued growth in cities that were once home.

Since its creation, the Knight Foundation has invested more than \$841 million in community initiatives across its regions. The foundation wants its national network of learning to inspire the actions of residents in each community and help build a better democracy and a successful future.

The Knight Foundation Fund invests in civic innovators who help our city attract and retain talented people, expand economic opportunity, and create a culture of engagement. They believe that place design plays an important role in achieving these goals.

The Knight Foundation supports the development of engaged, inclusive, and equitable communities toward a more effective democracy. An engaged community is one where people participate in civic affairs, are attached to the place where they live, and are invested in their community’s future. Knight Foundation investments to promote more engaged communities include:

- Downtown and Neighborhood Revitalization: Making an area more livable, attractive, and economically vibrant by improving, developing, and restoring downtowns and neighborhoods.
- Public Spaces: Connecting people to the places where they live by supporting the programming, design, and construction of inclusive and equitable public spaces.
- Economic Opportunity: Attracting and retaining residents by advancing inclusive pathways to jobs and entrepreneurship
- “Smart Cities” as Responsive Cities: Helping cities make decisions that are more responsive to residents as digital technology reshapes our lives and shifts how communities are informed and engaged.
- Knight Foundation also focuses on journalism, media, and civic engagement as secondary priority areas.

Knight has supported Fort Wayne’s work in revitalizing its riverfront and surrounding neighborhoods and creating a more vibrant downtown to attract talented people and accelerate economic opportunity.

Knight invests in Fort Wayne’s core city vibrancy by supporting entrepreneurship, the arts, and smart design projects.

Knight Foundation grants are available for organizations and groups in the community with projects that align with the Foundation's goals. There is no maximum grant award; however, the average Knight Foundation grant is \$45,000.

1. The Community Foundation believes that its grantmaking will demonstrate and live out the values of the Community Foundation of Greater Fort Wayne:

- **Connectedness:** We’re driven by fostering strong, meaningful relationships with each person we work alongside.
- **Equity:** We strive to honor the unique needs of each individual and organization, providing equitable access to resources and opportunities.
- **Impact:** Each decision should move us toward positive and lasting change, encouraging growth and propelling our community forward.
- **Integrity:** Our stakeholders trust us with their resources in perpetuity. We honor donor intent and act with our community’s needs in mind.
- **Passion:** We pursue our work with enthusiasm and dedication because we love our community.

2. The Community Foundation seeks to eliminate barriers for its grantees and to create stronger relationships.

The Community Foundation of Greater Fort Wayne looks forward to working alongside Allen County’s nonprofit organizations, community leaders, and individuals to overcome systemic challenges and uplift our community.

Knight Foundation Fund Grant Application and Evaluation Process

Knight Foundation grants are available for organizations and groups in the community with projects that align with the Foundation’s goals. These goal areas are as follows:

- Downtown Fort Wayne and Neighborhood Revitalization
- Public Spaces
- Economic Opportunity
- “Smart Cities” as Responsive Cities
- Knight Foundation also focuses on journalism, media, and civic engagement as secondary priority areas.

This grant program is open year-round with no specific deadline. Please be thorough in your narrative and include the necessary information to review the request. Requests will be reviewed on a rolling basis as they are received, and all final decisions are made through the Knight Foundation and the Senior Director of Community and National Initiatives. Grant requests should be submitted as soon as possible before the requested project. **The current timeline for grant turnaround is 3-6 months.** All applications must be completed through the online grant’s portal.

Knight Foundation Fund Grant Questions

1. **Project Name**
2. **Start Date**
3. **End Date**
4. **Goal:** What is the primary objective of this grant?
5. **Term (in years):** How long will the project be?
6. **Total Project Budget:** What is the total budget amount?
7. **Is there a matching requirement?**
8. **Activities:** What are the specific uses of the Knight Foundation DAF funds? (Up to 3 responses)
9. **Opportunity:** What is the overall opportunity this grant addresses?
10. **Alignment:** This project must align with one of the Knight Foundation's priorities. Those priorities are Downtown and Neighborhood Revitalization, Economic Opportunity, Public Spaces, Smart Cities, Journalism, Media, and Civic Engagement. In which way does this grant advance the Knight Foundation's strategy in the community or field of work?
11. **Team:** Why is this the appropriate team to address this opportunity?
12. **Organizational data:** Describe the diversity of your leadership/project team, particularly as it relates to your ability to serve the intended audience.
13. **Agreement and Date**

Knight Foundation Fund Grant Evaluation Rubric

A grant evaluation rubric is a detailed outline that helps evaluators consistently score proposals. This rubric is at the discretion of the Knight Foundation.

1. What factors give you confidence in the grantee's business and/or operating plan?
2. Are there other material risks with this grant?
3. What would a successful relationship between KF and the grantee be?
4. Amount recommended
5. KF Strategy Tag: Revitalization, Economic Opportunity, Public Spaces, Smart Cities, Other

Important things to note:

- Applications are accepted and evaluated on a first-come, first-served basis until funds available for the calendar year are gone.
- The Community Foundation and the Knight Foundation may adjust the requested amount anytime during the review process.
- There are no maximums for grant applications. The average grant size of a Knight Foundation Fund Grant is \$45,000.

Funding Eligibility and Guidelines

- **501(c)(3) Status:** You must be classified as a 501(c)(3) nonprofit organization or government entity to receive a Knight Foundation Fund grant.
- **Location:** At least 50% of the people you serve must be in Allen County, and/or you provide a unique service to the county that aligns with grant priority areas. Downtown and Neighborhood revitalization projects are limited to Fort Wayne, Indiana.
- **Multi-Year Funding:** Knight Foundation Fund Grants are given in one-time-only funding amounts and will not entertain multi-year requests.

- **No Operational Support:** The Knight Foundation Fund Grant program is designed to fund specific projects or programs of a nonprofit organization or government entity. It will **not** fund operational support. If you seek operational funding, please see our Rising Together Grant Program, which funds nonprofit operations.
- **No Sponsorships, Fundraising Events, Annual Funds:** The Knight Foundation Fund Grant program is designed to fund specific projects or programs. However, it does not include traditional sponsorships or support for events that raise money for the organization, nor does it support any other fundraising activities such as annual funds or drives.
- **Previous Funding:** Grantees can only receive **one** Knight Foundation Fund Grant per calendar year.
- **Reporting:** Knight Foundation Fund Grants require a final report at the conclusion of the project or program. The Community Foundation welcomes the opportunity to brag about its grantees and the outstanding work you are doing in the community! We want to know how things are going and would love any photos or videos you're willing to share about your important work and ensure this is communicated with the Knight Foundation. All final reporting will happen through the online grants management system/grants portal.
- **Restrictions:** As required by IRS rules, grant funds may not be used: a) to carry on lobbying activities as defined under Section 501(c)(3) of the Internal Revenue Code; b) for partisan political activities that are prohibited under Section 501(c)(3); c) to make a grant to any individual for travel, study or other similar purposes or to make a sub-grant to any other organization unless the grant complies with Section 4945(d)(3) or (4) of the Internal Revenue Code and the grant is part of the approved purpose; or d) to undertake any activity for any purpose other than the charitable and educational purposes specified in Section 170(c)(2)(B) of the Internal Revenue Code.

Frequently Asked Questions

1. What is the review and selection process for Knight Foundation Fund Grants?

The Community Foundation of Greater Fort Wayne has a local Knight Foundation Fund committee that convenes several times a year to discuss the review applications and strategy as needed. Applications that continue on are then sent to the Senior Director of Community and National Initiatives at the Knight Foundation for final approval. Grant requests should be submitted as soon as possible before the requested project. **The current timeline for grant turnaround is 3-6 months.**

2. Is anything required to receive a Knight Foundation Fund Grant?

No.

3. Can we receive more than one Knight Foundation Fund Grant per calendar year?

No.

4. If I receive a Knight Foundation Fund Grant, can I receive other grants from the Community Foundation in the same calendar year?

Yes! Knight Foundation Fund Grants are part of our Foundation Guided Grant program and are program/project specific grants, however, if you have a *new* program or project, you may consider

applying for an Engage Grant. Or, if you have a program or project grant that does not align with Knight Foundation Fund focus areas you may consider applying for an Agile Grant. If you are looking for operational funding and have been in existence for more than three years, we would encourage you to apply for a Rising Together grant in the pillar that best aligns with your mission.

5. Who can I talk to at the Community Foundation about grants?

As part of its mission, the Community Foundation strives to serve as a community leader and convener to help create a brighter future for Allen County's residents. We welcome opportunities for our board and staff to learn more about the community's needs. If you have questions, don't hesitate to contact us below.

Contact Us

We understand that you may occasionally have questions about the application process. Please direct those questions to the contacts below.

The Community Foundation is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Note: However, most of the grants team is unavailable after Noon on Friday and will respond to inquiries the following week.

Contact: Angela Stanley, Senior Impact Advisor, astanley@cfgfw.org
Estela Gutierrez, Impact Assistant, egutierrez@cfgfw.org
Alison Gerardot, Chief Impact Officer, agerardot@cfgfw.org
Brad Little, CEO, blittle@cfgfw.org

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