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) Applications are filed in binders for the Grants Committee members, who read and discuss them 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 7, 2018; grantees who need earlier disbursement can contact ECCF to make arrangements.
   f) Grant Reports are due July 1, 2019.

5. Questions/Discussion

DEADLINE FOR SUBMITTING GRANT APPLICATIONS:
January 31, 11:59 p.m. (online); Feb. 1, 4:00 p.m. (hard copies to ECCF office)

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