

**COMMON COUNCIL**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the 1st and 3rd Monday of each month at 6:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	3/15/16	<b>Meeting Date:</b>	3/20/17
<b>Contact Information:</b>			
<b>Requested by:</b>	Chief Dan McElyea		
<b>On Behalf of Organization or Individual:</b> Fire Department			
<b>Telephone;</b>	(317) 736-3650		
<b>Email address:</b>	dmcelyea@franklin.in.gov		
<b>Mailing Address:</b>	1800 Thornburg Lane, Franklin, IN 46131		
<b>Describe Request:</b>			
Request approval to apply for Johnson County Community Foundation's 2017 Spring BIGs Grant			
<b>List Supporting Documentation Provided:</b>			
Johnson County Community Foundation's 2017 Spring BIGs Grant Application Itemized List of Equipment			
Itemized List of Equipment			
<b>Name:</b>	Chief Dan McElyea & Division Chief Andrew Tames	<b>Telephone:</b>	(317) 736-3650

*In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

# The Johnson County Community Foundation, Inc.

Contact: [Stephanie Fox](#)

398 S. Main Street

PO Box 217

Franklin, IN 46131

Phone: 317-738-2213

Fax: 317-738-9113

[www.jccf.org](http://www.jccf.org)

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## Spring 2017 Grant Application Packet

Deadline – April 7, 2017 by 5:00pm



1991-2016 **25<sup>th</sup>** ANNIVERSARY

## JCCF's Guidelines for Unrestricted Grants

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### Tips for Applicants...

- Read through the **ENTIRE** Grant Application Packet before you begin.
- Please **type** on the form provided, handwritten applications will be sent back to be typed.
- Be **specific** about what you are asking us to fund and your program's goals. Strive for **brevity and clarity**. We have to read multiple proposals, so we appreciate your conciseness.
- **You are required to make thirteen copies of your entire grant proposal, if all copies are not received by the above deadline your application will not be considered for funding.**
- Do not use jargon, acronyms or technical words even though your proposal may be of a technical nature; this detracts from our broader understanding of the program.
- Do send your proposal to other funding sources. With limited funds and the volume of requests, JCCF cannot fund all requests.
- Call or email if you have questions or need assistance. We are here to serve you!



## Grant Proposal Information

### Our Philosophy:

- You immeasurably enrich our lives with your services. Our community is indebted to you for your creativity, commitment, and sacrifice. Any value in our own work can only be as great as your success.
- We seek to establish mutual trust, respect and communication among the Foundation, its grantees and the communities in which they operate. We will respond to the creative impulses of organizations as they seek to address the opportunities and needs of changing community needs and interests.
- We are committed to using the resources entrusted to us for funding the highest quality programs, recognizing that issues are often complex, interdependent, and changing. We will seek new and creative approaches to solving problems as well as methods that are tried and effective.
- We recognize that the process of change and enhancement often involves a partnership of individuals, groups, and institutions. We will be an active partner in that process as a member of the philanthropic community.
- JCCF is a steward through which private assets entrusted to us by generations of donors are invested to meet the challenge of contemporary life. We are committed to respecting our donors, while maintaining the integrity of our philanthropic tradition as a community foundation.

### Eligibility:

- Grants from unrestricted funds are made for charitable purposes primarily to organizations based and serving the greater Johnson County area. Occasionally the Foundation has approved grants to organizations whose headquarters are located outside our area if a significant number of the persons who are served, and will directly benefit, reside within the Johnson County area.
- Applicants must be exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, or be a government entity. If an organization has not been recognized as tax exempt, it may be considered for a grant if it has a fiscal agent relationship with a 501(c)(3) nonprofit organization.
- **BIGs cycle grants are REQUIRED to be Collaborative in nature between two or more organizations.**

### Areas of Interest:

- JCCF is interested in funding programs that will improve the quality of life for citizens in the Johnson County area.
- Each year the Foundation receives more requests than it can support, compelling the Board to make judgments based on relative need and potential impact on our community. Because of limited resources, the Foundation generally favors programs that:
  - ✓ Provide innovative responses to recognized community needs, which do not unnecessarily duplicate other efforts.
  - ✓ Address a community problem or special program of some significance not covered by the regular budget for which funding is needed.
  - ✓ Test practical approaches and models for community change and betterment.
  - ✓ Strive to equip people to help themselves and increase individuals' access to community resources.
  - ✓ Significantly strengthen the administrative and/or service capacity of existing organizations and the nonprofit sector to reach a broader community.
  - ✓ Create a sense of community.

## **Scope of Funding:**

### **The Foundation generally does not make grants for the following (As Per JCCF Policies):**

- Ongoing operating expenses except on a short-term basis when support is critical to the survival of a key agency or program
- Programs/equipment that were committed to prior to the grant application period
- Debt reduction
- Annual appeals or membership contributions
- To or for projects/organizations benefiting individuals or a few persons
- Travel expense for individuals or groups
- Support of public or private educational institutions or government agencies except in special situations where support is essential to projects/programs that meet critical community needs
- Religious purposes or programs requiring religious participation
- Political purposes
- Endowment building

The Foundation typically strives to support programs and programs that have a long-term impact, as opposed to one-time events or conferences. However, the Foundation may consider such funding if proposals demonstrate how a conference or special event will enhance the ongoing work of organizations addressing Johnson County issues that correspond to Foundation priorities and/or the event will provide significant public benefit to county residents and their quality of life.

## **Evaluation Criteria:**

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

- Proposals emphasizing prevention and education
- The capacity of the organization, its staff, and governing body to achieve expected results and evidence of a realistic work plan and evaluation methods
- Programs that can be replicated in their design
- Programs that are likely to attract additional funds, resources, and community support (Challenge Grants)
- Plans with a sound and realistic financial planning
- Programs that clearly demonstrate they have been planned in light of overall community needs and available resources
- Programs that attract and utilize volunteer resources and support
- The organization's fiscal management policy (i.e. the financial stability of the organization)
- **Special Consideration will be given to organizations that:**
  - Can provide documented need for the program
  - Are able to provide the degree of potential benefit to the community; the number of people who will benefit

JCCF does not discriminate on the basis of race, religion, sex, or national origin; we expect grant applicants to hold similar standards. Upon submission, a grant application and accompanying materials become property of JCCF and will be used as deemed appropriate by the Foundation. They may be reviewed with community planning agencies and other individuals and organizations as we assess the Program and its potential significance. The information may also be shared with other foundations and funding sources which call upon us for information about community needs and Programs.



## What happens to your proposal after it is submitted?

The proposal is reviewed by staff for completeness and its fit to general guidelines. If more information is needed, you may be contacted for a phone conference or a site visit. Sometimes in order to understand a proposal in the context of the service field, staff may consult with outside experts, providers, or funders. The proposal is then forwarded to members of the Grants Committee for their independent review. Each member evaluates all proposals against Foundation criteria, and then the committee convenes to make funding decisions. The committee may ask for additional information or research from staff and may choose to conduct personal site visits. Committee recommendations may be to approve (all or partial amount requested), to defer (usually to obtain more information or evaluate outstanding issues or concerns), or deny. The committee also recommends any conditions attached to the grant. The committee carries the grant recommendations to the full Board of Directors for consensus. 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.

**Note: If your proposed program is different from your Letter of Inquiry it will be denied automatically.**

## The 2017 Spring “Bigs” or Community Impact Grants

While there is not a limit placed on the number of grants awarded, it is anticipated there will two or three requests funded each year. **As this is a limited opportunity, if an organization’s program does not fit the criteria, the application is not complete or does not fit with within the JCCF policies as outlined, it will not be considered for funding.**

- Programs will only be considered that provide services that are forward thinking, community changing, practical, and unique to the community.
- Programs must be collaborative in nature and show multiple relationships for delivery of the program to Johnson County residents.
- The grant request must be between \$15,000 and \$25,000 for one program.
- The JCCF grant must cover enough of the program budget to allow for the program to be planned and executed in a manner that brings the most positive change or impact to the population served.
- The program outcomes must be measurable and show how an impact has been made on lives of the population served or that a foundation has been established for future growth of services to a defined population.
- The program must show how it will be sustainable or if not an ongoing program, how it will impact your organization for the long-term.

### **Application Requirements**

- Completed application form.
  - Full project description.
  - Financials including program specific budget showing revenue and expenses.
  - Board of Directors commitment to the program.
  - Staffing plan for the program.
  - Program narrative.
-

## Grant Proposal Guidelines

- Grant applications are due April 7, 2017 by 5:00pm.
- You are required to make thirteen (13) total copies of your entire Grant Proposal Packet. If all copies are not received by the above stated deadline your application will not be considered for funding.
- Required Elements of the Proposal Packets (Thirteen copies of all material is required and MUST be in the order listed below):
  - ☐ Typed Application Form (In your packet you do not need to include the Grant Proposal Information pages of the Application packet)
    - All sections of the grant form must be completed for the application to be considered for funding
  - ☐ Narrative proposal in the form of a letter signed by the organization's board president/chair (up to two pages, single spaced)
  - ☐ Budget information:
    - The organization's overall budget showing income and expenses
    - A complete budget for this particular program showing income and expenses
  - ☐ Required Attachments:
    - List of current staff members **for all collaborating agencies** (both paid and volunteer)
    - List of current board members **for all collaborating agencies** (names, titles/offices)
    - IRS determination letter
    - Other relevant supporting materials, including appropriate letters of support from partner institutions
    - Most recent annual report or financial statements, **for applying agency only**
    - **Letters of agreement from ALL collaborating organizations**
- Required Elements of the Narrative:
  - An introductory description of the program/activity being proposed and its intended impact
  - Specific objectives the program is designed to accomplish
    - What specific issues will this program be addressing?
  - Organization's capability to undertake proposed program, including:
    - Staff responsibilities within the proposed program (including all collaborating organizations)
    - How will this program change the participants' lives for the better?
  - In your opinion what would a successful outcome to this program be?
  - Relationship of each collaborating agency as related to the below questions:
    - How will it build upon strengths in the community?
    - What is the need for this program in the community?
  - Your timetable for the proposed program and for the funding request
  - Your plan to communicate and promote the program to the Foundation and the community
  - How will all organizations involved make the Foundation's partnership in this program known to the public?



## **Program Presentation Requirements**

**Program Presentations will take place the day of April 19, 2017**

- **Presentation Requirements:**

- At least one representative from each collaborating organization MUST be present at the presentation
  - A list of presenters must be received a week prior to the presentations, including Name, Position, and Organization for each presenter
- No more than ten (10) presenters
- If the presentation is computer based, it must be emailed to [Stephanie Fox](#) two days prior to the scheduled presentation to be loaded onto the presentation station.
- All presentation materials must be easily set up or quickly passed out to save valuable time

- **Presentation Time:**

- Organizations will have the opportunity to select a time to present on the day of presentations
- **Thirty (30) minutes** will be allotted for Presentations AND Questions from the committee

- **Presentation Location:**

- All presentations will be held at the Johnson County Community Foundation Office: [398 South Main Street Franklin, IN 46131](#)



## Unrestricted Community Impact Fund BIGs Grant Cycle

### Please Type

Deadline: April 7, 2017 by 5:00pm

- This application with all attachments must be received by 5:00pm on or before **April 7, 2017**
- You are required to make **13** copies of the entire grant packet, including all attachments, for your application to be considered complete
- **Incomplete applications will be considered ineligible for funding**

Date Submitting Grant Application (mm/dd/yyyy):					
Organization Name		Franklin Fire Department			
Federal ID Number:		35-6001034			
Organization is:	<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Government	<input type="checkbox"/> Other Charitable Program		
Address:		1800 Thornburg Lane			
City:	Franklin	State:	IN	Zip:	46131
Contact Person:		Dawn O'Sullivan			
Title:	Administrative Assistant	Phone Number:	(317) 736-3650		
Email Address of Contact:		<a href="mailto:dosullivan@franklin.in.gov">dosullivan@franklin.in.gov</a>			
<b>Organization Mission or Mandate (Limit to 300 Words)</b>					
<p>That the Franklin Fire Department may provide timely response to save lives and reduce potential injury for adults and children who wander due to Alzheimer's, Autism, and other related conditions or disorders in the City of Franklin and Johnson County area.</p>					
Organization's Total Operating Budget:		\$354,550.00			
<b>Organization's Fiscal Year (Month/Year)</b>					
From	January 2017	To	January 2018		
<b>Does your organization have an annual outside audit?</b>					
Yes			No		
If no, please explain: N/A					



## PROGRAM INFORMATION

**Program Name:** Johnson County Project Lifesaver

**Program Start & End Dates (mm/dd/yyyy):** 01/01/2011 - Indefinite

**Program is (please select only one):**

New Program

Existing Program

**Program Theme (please select only one):**

Agriculture

Arts & Culture

Civic & Community Development

Education

Enrichment

**Health & Human Services**

**Please put the PERCENTAGE of total clients served by this program from each Johnson County township. Total Must add to 100% if serving just Johnson County Clients:**

Blue River: 0%

Clark: 0%

Franklin: 27%

Hensley: 0%

Needham: 0%

Nineveh: 0%

Pleasant: 30%

Union: 0%

White River: 43%

**Highlight Program Demographics:**

**General**

Youth

Family

Seniors

**Estimated number of people in Johnson County to be impacted by this specific program over the next 12 months:**

24,000 and above

**Summary of the Proposed Program (Limited to 700 words)**

The Franklin Fire Department would like to continue to be a proud participating agency in the Project Lifesaver Program. This program bridges the technological gap for the "at risk" population of Franklin Township and the Franklin Fire Department by making certain equipment accessible to the Franklin Fire Department for a yearly cost so that assistance can properly be given in a timely manner to the growing Autistic and Alzheimer community that resides in this area. Specifically, by utilizing this special equipment, the Franklin Fire Department can pick up on pulse-carrier wave radio frequencies produced by the personalized bracelet that emits a constant tracking signal which is worn by each of our clients. This frequency, in collaboration with the equipment that is specifically built for this program, assist in enabling the specialized search and rescue team at the Franklin Fire Department to provide relief to the families and caregivers of the community from constant fear of not being able to locate their loved one in time should he/she wonder from their home.

Franklin is a thriving and growing community of residents and is home to Franklin College which educates 1,100 young adults. Franklin is home to a large school corporation that educates nearly 5,000 students from Franklin and the surrounding area. The City of Franklin is also home to eight different assisted living facilities two of which are considered to house a substantial number of senior citizens from Franklin and the surrounding area of Johnson County, namely the Indiana Masonic Home and the Franklin United Methodist Community. It is the culmination of these groups where the growing need for this program to advance and develop exists.

The City of Franklin is also in the process of redeveloping the Gateway entering the City from the interstate, which in turn has started to stir interest from residents in the surrounding counties to move to our area. This imminent growth has the potential to require the additional equipment and services that only this program can provide through the Franklin Fire Department.

The need from the Franklin community mentioned above coupled with the prospect of the future growth of said community reiterates the growing necessity for the program's services and equipment to be made assessable by the Franklin Fire Department.

**How do you plan to specifically measure the success of this program?**

### COLLABORATION

Is this program a Collaboration?	Yes	No
<b>Please list each collaborating organization and their specific role in the program</b>		
Bargersville Community Fire Department	White River Township Fire Department	Trafalgar Fire Department
<b>Signature of Org Rep:</b>	<b>Signature of Org Rep:</b>	<b>Signature of Org Rep:</b>



<b>Signature of Org Rep:</b>	<b>Signature of Org Rep:</b>	<b>Signature of Org Rep:</b>
<b>Signature of Org Rep:</b>	<b>Signature of Org Rep:</b>	<b>Signature of Org Rep:</b>

### FINANCIAL INFORMATION

<b>Amount Requested from JCCF:</b> <i>(The requested amount must be the SAME or less than stated in the Letter of Inquiry)</i>	\$15,400.00
<b>Estimated Total Cost of Program:</b>	\$15,453.97
<b>Percentage of the program funding requested of JCCF:</b>	99.65%

Please provide a specific LIST of what the funds requested from JCCF would provide and the cost breakdown (price) of each item

ITEM	Number Needed	Cost Per	Total Cost
PLS Information – Tri Fold Brochures	200	\$.08	\$16.00
PLS Information – Autism Brochures	200	\$.25	\$50.00
PLS – Promotional – Stress Star	200	\$.95	\$190.00
PLS – Merchandise – Project Lifesaver Poster	25	\$5.00	\$125.00
PLS – Training – Basic Operator Course Power Point	2	\$35.00	\$70.00

PLS – Training – Basic Operator Course Manual	2	\$95.00	\$190.00
PLS Information – UAV Informational Card	200	\$.18	\$36.00
Transmitter One Year Kit Special (60 Day Transmitter/1/2” Bands)	20	\$350.00	\$7,000.00
Band – ½ inch white vinyl, for oval or L series transmitter	200	\$1.75	\$350.00
Battery – wafer style (for oval and round 30-day or 60-day transmitter) CR-2450	200	\$.95	\$190.00
Emergency Response System – PLI-5000F with 60 day transmitter	3	\$1,800.00	\$5,400.00
Transmitter Case for PLI Oval Transmitter (white)	20	\$5.90	\$118.00
PLI 5000 – Receiver Hardcase for a full size Yagi Antenna	3	\$173.00	\$519.00
IK-270225 Garmin Rino 650T	3	\$399.99	\$1,199.97

**Other Funding Sources for this Program**

Funding Source	Total Request	Amount Contributed/Status




**Total Amount Raised:**

**Future Funding:** What are the plans for the future funding of this program (if applicable)? Summarize a specific plan for program sustainability (Limited to 700 words)

**Could you provide this program without JCCF Funding?**

**Yes**

**No**

**Explanation of Yes:**

**Explanation of No:**

**How do you plan to recognize the Johnson County Community Foundation if you receive funding?**

**Signature of the person submitting this application, the organization CEO, Executive Director, or President, and the Chairperson of the Board of Directors indicates board approval of this request.**

Grant applicant hereby certifies that it does not discriminate on the basis of race, national origin, religion, gender, sexual orientation or gender identity, age, or disability in its policies, practices, services, or standards for participation in its programming; except to the extent any such program lawfully provides services to a limited segment of the population based on such non-discrimination factors. It is expressly understood and agreed that the Johnson County Community Foundation is not a joint participant in, nor provider of, any of the Grant Applicant's programs or services. The Johnson county Community Foundation's role in the Grant Applicant's services is limited solely to making grants and assuring that grants are administered in accordance with the terms of the approved application. The Grant Applicant represents and warrants that it will use any and all granted funds in accordance with applicable laws. Grant Applicant agrees to indemnify, and hold the Johnson county Community Foundation blameless in any liability imposed based on any conduct or omission occurring in connection with a program or service of the Grant Applicant for which the Johnson County Community Foundation has provided a grant.

<b>Print Name:</b>	<b>Print Name:</b>	<b>Print Name:</b>
<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>
<b>Title:</b>	<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

**Important Note:** Please be sure your proposal contains all the information outline in the Packet Requirements.














**Reporting and Evaluation:** We require that any unexpended funds be returned to the Foundation. The Foundation grants are awarded for definite purposes and for programs to be accomplished in a specified period of time. Grantees are expected to adhere closely to any stipulated terms. Full financial account accounting expenditures and a final grant report form are always required.



Current Users Online: 2

# Products

## View Cart

Name	Unit Price	Qty	Item Total	Remove
PLS Information - Tri-Fold Brochures	\$0.08	200	\$16.00	
PLS Information - Autism Brochure	\$0.25	200	\$50.00	
PLS - Promotional - Stress Star	\$0.95	200	\$190.00	
PLS - Merchandise - Project Lifesaver Poster	\$5.00	25	\$125.00	
PLS - Training - Basic Operator Course Power Point	\$35.00	2	\$70.00	
PLS - Training - Basic Operator Course Manual	\$95.00	2	\$190.00	
PLS Information - UAV Information Card	\$0.18	200	\$36.00	
Transmitter One Year Kit Special (60 Day Transmitter / 1/2" Bands)	\$350.00	20	\$7000.00	
Band - 1/2 inch white vinyl, for oval or L series transmitter	\$1.75	200	\$350.00	
Battery - wafer style (for Oval & Round 30-day or 60-day Transmitter) CR-2450	\$0.95	200	\$190.00	
Emergency Response System - PLI-5000F w/ 60 day transmitter	\$1,800.00	3	\$5400.00	
Transmitter Case for PLI Oval Transmitter (white)	\$5.90	20	\$118.00	
PLI 5000 - Receiver Hardcase for a full size Yagi antenna	\$173.00	3	\$519.00	

**Subtotal: \$14,254.00**[Adjust Totals](#)[Continue Shopping](#)[Get Quote](#)[Process Order](#)[Main](#) | [Logout](#) | [Support](#) | [Top](#)

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**To Place an Order by Phone:** Call Cabela's Customer Service at **800-237-4444**

**TO FAX AN ORDER**

1. Print this page.
2. Read and sign the "Statement of Buyer".
3. Enter your credit card information.
4. For U.S. or Canada, fax to 800-496-6329.  
For all other countries, fax to 308-254-2200.

**TO MAIL AN ORDER**

1. Print this page.
2. Read and sign the "Statement of Buyer".
3. Include a check, money order, or enter your credit card information below.
4. Mail to the following addresses:  
Cabela's incorporated  
One Cabela Drive  
Sidney, NE 69160-9555

**PAYMENT METHOD****Charge to my Credit Card (check one):**

Cabela's CLUB Visa	Discover
Visa	American Express
MasterCard	JCB

**Credit Card Information**

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature (required when using a card): \_\_\_\_\_

**Check or Money Order (must be paid in US funds)****STATEMENT OF BUYER**

I understand that Cabela's Inc. does not warrant that I may legally purchase, possess, or transfer blackpowder items, ammunition, reloading or firearm components, air guns, bows, slingshots, knives, or certain other items. In accordance with federal, state, and local laws, I have determined the items I am purchasing are not prohibited in my jurisdiction, I certify that I am an adult and am under no legal disability to make this purchase.

**Signature Required:** \_\_\_\_\_**BILLING AND SHIPPING INFORMATION****Billing Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Shipping Address (If different from your Billing Address):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Check if this order is a gift ☐

Check if you would like to receive notifications of Cabela's best sales and specials by email. ☐

**CART (3)**

IK- 270225 : Garmin® Rino® 650T

MODEL: [RINO 650T] | ITEM: [IK-270225]

x 3 = \$399.99

**Merchandise Total: \$1,199.97**

Taxes-AZ,CO,ID,IL,LA,MA,ME,MO,NV,OK,UT,VA

(We are required to collect sales tax before shipping charges): \_\_\_\_\_