

COMMUNITY FOUNDATION OF SOUTHEASTERN CONNECTICUT

GRANT APPLICATION GUIDELINES

The Community Foundation of Southeastern Connecticut was established in 1982 to improve the lives of people living in our eleven-town region of Southeastern Connecticut. The Community Foundation makes discretionary grants in a wide variety of areas including arts and culture, health care, education, social services, the environment and economic opportunity.

Grants are typically made for one year, however multi-year grants of up to three years are sometimes considered. Community Foundation grants have ranged from \$500 to \$25,000 in recent years, with most grants in the \$5,000 to \$15,000 range. We encourage grant-seekers to discuss their ideas with Jennifer O'Brien, Program Director. She can be reached at 442-3572.

GRANTS ARE AWARDED TO:

- Federally recognized 501(c)(3) organizations and most charitable, educational, and civic institutions;
- Organizations serving the towns of Old Lyme, East Lyme, Lyme, Salem, Montville, Waterford, New London, Groton, Ledyard, Stonington, and North Stonington.

HIGH PRIORITY PROGRAMS INCLUDE THOSE THAT:

- Promote healthy families and provide for their basic needs;
- Enrich educational opportunities for youth and adults, especially from under-served populations;
- Enable all residents to participate in the civic and cultural life of the community;
- Demonstrate collaborative efforts and inclusive practices;
- Reinforce best practices or show innovative approaches;
- Add to the general well being of our region.

LOW PRIORITY REQUESTS INCLUDE:

- Routine operating expenses for established agencies;
- Staff salaries not directly related to program implementation;
- Publications, unless they constitute outreach for specific programs;
- Staff development costs, including conferences, seminars, workshops, and travel. Refer to the *Collaborative Initiative for Management Assistance* for technical assistance grants;
- Research projects;
- Most building projects, unless safety and accessibility needs are demonstrated.

GRANTS ARE NOT AWARDED FOR:

- Direct financial assistance to individuals;
- Religious or sectarian programs;
- Political or lobbying purposes;
- Fund-raising events;
- Debt retirement.

APPLICATION PROCEDURE:

- Proposals are accepted until November 15 (hand-delivered or postmarked);
- Members of the distribution committee review proposals in January and February;
- Trustees approve committee recommendations at their March board meeting;
- Payments are made to awardees in March.

COMMUNITY FOUNDATION OF SOUTHEASTERN CONNECTICUT GRANT PROPOSAL NARRATIVE

The *Connecticut Common Grant Application Form* may be submitted in lieu of this form.

A. PROPOSAL NARRATIVE: *Please provide the following information in this order using these headings, sub-headings and numbers. Limit your narrative to 5 pages.*

1. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities, accomplishments.
- Description of community or population agency benefits.

2. Purpose of Grant

- Statement of issues to be addressed and target population to benefit.
- Description of project goals and objectives.
- Project activities and timetable.
- Anticipated outcomes and results.
- List of key individuals involved in the project and their qualifications.
- How this agency will work with other organization(s) if this is a collaborative project.
- Long-term strategies for funding this project beyond the grant period.

3. Evaluation

- Plans for evaluation including how impact will be defined and measured; please list at least two measurable outcomes.
- How evaluation results will be used and/or disseminated.

B. ATTACHMENTS: *Please provide the dates each document covers.*

1. Financial Information

- Project budget for this request showing income and expenses.
- Organization's annual operating budget for current fiscal year; include narrative footnotes for those items requiring further explanation.
- Most recent annual financial statement (audited, if available) and management letter (if available).
- Most recent IRS 990 Form. If you are not required to file a 990 Form, document reason.
- Listing of the funding sources, actual or potential, for requested project.

2. Other Supporting Materials

- Letter of determination from the IRS certifying tax exempt status under section 501(c)(3).
- Most recent annual report.
- Current Board membership list with names and affiliations.
- Letters of agreement if this is a collaborative proposal. (*Collaborative applications will not be considered without this*).

IMPORTANT: PLEASE SEND **FIVE (5)** COPIES (ORIGINAL PLUS FOUR) OF THE COVER SHEET, NARRATIVE AND PROJECT BUDGET AND ONE (1) COPY OF ALL ATTACHMENTS.

**COMMUNITY FOUNDATION OF SOUTHEASTERN CONNECTICUT
P.O. Box 769, NEW LONDON, CT 06320**

GRANT PROPOSAL COVER SHEET

Organization Name Phone Fax

Address (street, city, zip)

Executive Director/CEO Name & Title

Contact Person (if different than CEO) contact phone number for site visit

Geographic Area Served # served by this proposed program

Amount of Request e-mail address

Brief Summary of Grant Request and Anticipated Impact:

Signature of Executive Director/CEO Date

Remember: Reports of previous grants are due January 15—this is necessary for consideration.