



TORNADO RELIEF FUND FOR WESTERN MASS

Requests for funding are now being accepted from nonprofit organizations assisting Hampden County residents affected by the June 1, 2011 tornadoes and from nonprofits directly impacted by the tornadoes.

Shortly after the tornadoes hit our area, the Community Foundation of Western Massachusetts (CFWM) created the Tornado Relief Fund for Western Mass. This fund which is a compilation of donations from the Community Foundation, local financial institutions and individual donors was set up to address both the immediate and longer range needs of those impacted by the devastating storms. No administrative fees will be assessed for this fund ensuring that 100% of all donations go to support those needs identified as a result of the impact of the tornadoes. Funds will be granted to nonprofit organizations rather than directly to individuals.

Applications to the **Tornado Relief Fund for Western Mass** can address the following circumstances:

- Support for nonprofit organizations that are engaged in meeting the immediate and longer range needs of individuals related to food, clothing, and shelter.
- Support for nonprofits whose operations were directly impacted by the tornadoes due to increased service needs, disruption of services, or damage to facilities.

Grant awards will be made up to \$20,000. Organizations can submit one application per activity or project. Given the nature of this process CFWM expects guidelines to be adjusted as needed. Please check our website, www.communityfoundation.org for updates before completing this application. Successful grantees must sign a letter of acceptance prior to receiving funds and file a grant report to document how the funds were utilized.

Applicants must have current IRS 501(c)(3) status to be eligible to apply. Organizations seeking assistance for repairs, rebuilding, and equipment replacement as a direct result of the tornado must have already contacted their insurance agents and FEMA (Federal Emergency Management Agency) before submitting an application. CFWM will not cover the cost of anticipated insurance reimbursements or deductibles, nor will it support activities or costs that are covered by FEMA or other government sources. The following type of requests will not be considered:

- Endowments.
- Projects that influence specific legislation or election campaigns.
- Academic or medical research.
- Private education and religious organizations except for programs that serve broad community needs.
- Fundraising events, the purchase of tickets for benefits, courtesy advertising.
- Higher education scholarships. Information about the Community Foundation scholarship and interest free education loan program can be found on www.communityfoundation.org.
- Pre-existing structural repair or replacement.

To Apply Download the Tornado Relief Fund for Western Mass grant application in PDF format. Complete the application and email to grants@communityfoundation.org or mail to:

Tornado Relief Fund for Western Mass
Community Foundation of Western Massachusetts
1500 Main Street
P.O. Box 15679
Springfield, MA 01115

Complete applications will be accepted on a rolling basis starting June 27, 2011.

GRANTMAKING GUIDELINES

Funds are available to support nonprofit organizations assisting Hampden County residents affected by the tornadoes that impacted our area on June 1, 2011. Eligible applicants include nonprofit organizations engaged in meeting the immediate and longer range needs of individuals directly impacted by the tornadoes related to food, clothing and shelter. Eligible applicants also include nonprofits whose operations were directly impacted by the tornadoes due to increased service needs, disruption of services, or damage to facilities. Requests for funding should be directed at activities and costs that are not covered by insurance policies, FEMA reimbursements, or other government sources.

APPLICATION REQUIREMENTS

There are three items to submit: A. Cover Page, B. Narrative, and C. Project Budget.

- A. Completed Grant Application Cover Page.
- B. Narrative: Please read instructions carefully and provide a 1-2 page narrative response encompassing the following 6 items. A thorough response will ensure that consideration of your application will not be delayed.
 1. Briefly describe the purpose of your organization, how it was affected by the June 1, 2011 tornadoes, and how it has been or will be providing support to those most affected in Hampden County by the tornadoes – both immediately and in the coming months.
 2. Describe the specific activities for which you are seeking a grant from the Tornado Relief Fund for Western Mass.
 3. Describe who has benefited or is expected to benefit from your services. (i.e. children, families, homeowners, businesses).
 4. If you have already been engaged in providing services for individuals/families affected by the tornadoes, describe how those receiving your services have been impacted to date. How many individuals/families have benefited?
 5. How many additional families/individuals affected by the tornadoes do you expect to serve with this grant? How did you determine this number?
 6. If you sustained damage to your facility or have items that may be potentially reimbursed by FEMA, insurance, or other governmental resources and are seeking funds from CFWM to meet a gap in those reimbursements please respond as follows. When did you apply to FEMA, other governmental resources, or your insurance company? What is the status of any insurance claims, your FEMA application, or other reimbursement process related to this request? Please provide a copy of your most recent determination from all sources.
- C. Project budget: Should include expenses and income, indicating income sources as pending or secured, and in-kind support. Note if the expenses are projected for the future or already incurred. Attach copies of estimates or receipts.

APPLICATION PROCESS

Applications will be accepted on a rolling basis starting Monday, June 27, 2011. Decisions are anticipated to be made within a two to three week timeframe provided that applications submitted are complete.

Grantees will be required to submit a narrative report and itemized budget at the conclusion of the grant.

CONTACT INFORMATION

Applicants are encouraged to call CFWM for further clarification of guidelines. Please ask for Sheila Toto, Program Officer or Nancy Reiche, Vice President for Programs. CFWM does share information contained in Grant Applications with individuals and groups who are advisors to Donor Advised Funds with an interest in particular projects or program areas and with other funders upon their request.

Complete application and attachments and email or mail to:

Tornado Relief Fund for Western Mass
Community Foundation of Western Massachusetts
1500 Main Street
P.O. Box 15769
Springfield, MA 01115

(413) 732-2858

Email: grants@communityfoundation.org