



## 2010 COMPETITIVE GRANT APPLICATION FOR NONPROFIT ORGANIZATIONS

Thank you for your interest in the Community Foundation of Western Massachusetts' Competitive Grantmaking Program. Nearly 2,150 charitable projects have been supported by this program since the Community Foundation of Western Massachusetts was established in 1991. In 2008, over \$1.8 million was awarded to 152 projects supporting the arts, education, environment, health, housing and human services. Awards are made from over 30 funds from private foundations and other discretionary funds held at the Community Foundation. The Community Foundation also makes recommendations on behalf of several Bank of America funds through its Competitive Grantmaking Program. Grant award recommendations are made by the Distribution Committee, a group of community leaders who volunteer their time and expertise. Distribution Committee members are assisted in this process by volunteer Project Reviewers. The grant review process includes a site visit or face to face meeting as well as a review of submitted materials.

Organizations who have never applied to our Competitive Grant program should attend a Grant Orientation Session. The 1 hour session is offered at no charge. For session dates and to register please visit our website [www.communityfoundation.org](http://www.communityfoundation.org), email [grants@communityfoundation.org](mailto:grants@communityfoundation.org), or call (413) 732-2858.

Applications to the Competitive Grant program can be for existing programs, new programs, or projects that support an organization's infrastructure. The project under consideration must directly serve the residents of Hampden, Hampshire and Franklin Counties of Massachusetts. Applications for funding may not be retroactive and can only be accepted from nonprofit organizations that are certified as tax exempt entities under section 501(c)(3) of the Internal Revenue Code.

Applications should address the following general grantmaking guidelines to be given consideration:

- Serve a wide range of what the community perceives to be the most important needs in such areas as the arts, education, environment, health, housing, and human services.
- Encourage creative and collaborative responses to existing or emerging problems and opportunities.
- Leverage additional support for programs from other private and public funding sources.

Eligible organizations that have submitted complete application packages for projects that meet guidelines will be contacted within two months following the grant deadline for a review meeting with a Distribution Committee member or Project Reviewer. The entire Distribution Committee makes award recommendations within four months of the application deadline.

### **Upcoming Application Package Deadlines:**

Thursday, January 14, 2010 & Thursday, August 5, 2010

Complete application packages must be received by 5:00 p.m. We do not accept applications or application materials by fax or email.

Incomplete applications will not be accepted. A "grace period" is offered to those who wish to submit their application by January 7, 2010 for the January 14, 2010 deadline and July 29, 2010 for the August 5, 2010 deadline. During the "grace period" grants staff members will advise applicants as to completeness of application and give them an opportunity to complete it by the deadline. However, grants staff do not review drafts of grant applications.

Nonprofit organizations are invited to submit funding requests once each calendar year. Organizations that submit multiple requests at the same time must prioritize them.

Those organizations, which have received Foundation funding previously, must have submitted all required grant reports. If you are uncertain about your grant report status please call (413) 732-2858.

Information on prior awards is also available on our website.

**COMMUNITY FOUNDATION OF WESTERN MASSACHUSETTS**  
**Competitive Grants Program**  
**Grant Application – January 14, 2010 Deadline**

|  |  |                   |      |
|--|--|-------------------|------|
| <b>501(c)(3) ORGANIZATION INFORMATION</b>  | Name as it appears on 501(c)(3) Determination Letter:                    |                   |      |
|  | Street Address:  |                   |      |
|  | City:  | State:            | Zip: |
|  | Phone No:  | Fax No:           |      |
|  | CEO:   | Title:            |      |
|  | CEO Email Address:   |                   |      |
|  | Fiscal Year (Month & Day): From ____ / ____ / ____ to ____ / ____ / ____ |                   |      |
|  | Description of Organization:   |                   |      |
|  |  |                   |      |
|  |  |                   |      |
| I certify that all information included in this application packet is accurate and complete. |  |                   |      |
| Original Signature of CEO  |  | Typed Name of CEO |      |

|   |                               |                                      |                        |              |
|---|-------------------------------|--------------------------------------|------------------------|--------------|
| <b>PROJECT INFORMATION</b>  | Contact Person:               |                                      | Title:                 |              |
|   | Phone No:                     |                                      | Fax No:                |              |
|   | EMail:                        |                                      |                        |              |
|   | Name of Project to be Funded: |                                      |                        |              |
|   | Project Summary:              |                                      |                        |              |
|   |                               |                                      |                        |              |
|   |                               |                                      |                        |              |
|   |                               |                                      |                        |              |
|   | Primary City/Town Served:     |                                      | Target Population:     |              |
|   | Amount Requested:             |                                      | Total Project Budget:  |              |
| Project Start Date: ____ / ____ / ____                              |                               | Project End Date: ____ / ____ / ____ |                        |              |
| Where do the project beneficiaries live?<br>(Total must equal 100%) | Hampden County: ____%         | Hampshire County: ____%              | Franklin County: ____% | Other: ____% |

*Please leave 2 inches for CFWM use only. Do not enter information below this line.*

|                                 |  |  |
|---------------------------------|--|--|
| <b>ORGANIZATION INFORMATION</b> | Alternate name for your organization may go by:  |  |
|                                 | Mailing Address for 501(c)(3) organization if different from street address:   |  |
|                                 | Web address:   |  |
|                                 | Are you acting as a fiscal sponsor for this grant application?: No _____ Yes _____<br><i>(If yes, please request fiscal sponsor form by calling grants staff at (413) 732-2858 or emailing grants@communityfoundation.org)</i> |  |

|  |  |
|--|--|
| <b>GRANT APPLICATION CHECKLIST</b>   | <b>SUBMIT THREE (3) COMPLETE SETS OF THE FOLLOWING secured with paper clips</b>  |
|  | <b>2 Page Grant Application</b>  |
|  | <b>1-2 page narrative.</b> The narrative must address each bulleted item:  |
|  | <ul style="list-style-type: none"> <li>• Project Plan</li> <li>• Need for Project</li> <li>• Qualifications and role of personnel</li> <li>• Number of people impacted and how they will be impacted</li> <li>• Evaluation Plan</li> <li>• Plan for fully funding and sustaining project</li> <li>• Project Collaborators</li> <li>• Names of other organizations carrying out similar projects</li> </ul> |
|  | Complete <b>project budget</b> must include income and expenses. Please indicate which sources of income are pending and which are secured. If applying to other foundations please indicate which foundations and the status of your application with them – pending, secured.  |
|  | List of <b>governing board for 501(c)(3)</b> organization with names and affiliations (i.e. profession, community represented)   |
|  | Current, board approved, <b>annual operating budget for the 501(c)(3)</b> organization for the <u>current</u> fiscal year reflecting projected income and expenses.  |
|  | Signed <b>letters of understanding and agreement</b> for all project collaborators <u>necessary</u> for the implementation of the project.   |
| <b>Fiscal sponsorship agreement</b> if applicable.   |  |
| <b>SUBMIT ONE (1) SET OF THE FOLLOWING:</b>  |  |
| <b>Current IRS 501(c)(3) Determination Letter(s).</b> Name and address must be current.  |  |
| <b>501(c)(3) Organization's most recent audit/review, including management letters.</b> The audit must reflect the organization's most recent fiscal year <u>or</u> be accompanied by a copy of the board approved income and expense statement for the most recent fiscal year. If your organization is not required to complete an audit/review, a copy of the board approved income and expense statement for the most recent fiscal year is acceptable. <u>Please do not include IRS 990s.</u> |  |
| <b>Outstanding grant report(s)</b> if applicable.  |  |

|                            |   |  |
|----------------------------|---|--|
| <b>CONTACT INFORMATION</b> | <b>Complete applications can be mailed or delivered to the following address:</b> |  |
|                            | Community Foundation of Western Massachusetts                                     |  |
|                            | 1500 Main Street, P.O. Box 15769  |  |
|                            | Springfield, MA 01115   |  |
|                            | Telephone:  | 413-732-2858   |
|                            | Fax:  | 413-733-8565   |
|                            | Email:  | <a href="mailto:grants@communityfoundation.org">grants@communityfoundation.org</a> |

## **ADDITIONAL APPLICATION INSTRUCTIONS AND GUIDANCE**

- Only COMPLETE, current grant application packets will be considered.
- Application packages may not be submitted electronically or via fax.
- You may reproduce the Grant Application Form but you must use exact format and length.
- Organization and Project information on Grant Application Form must be complete. "See attached" is not an acceptable response. Project Summary should succinctly describe the project.
- The name of the organization on the IRS 501(c)(3) Determination Letter must exactly match the name of the organization as submitted on the grant application. Organization address must be correct. Please call the IRS at (877) 829-5500 for a copy of your current determination letter. Submitted copy of IRS letter must be less than 5 years old.
- At least one set of the Grant Application Form must contain an original signature of your organization's CEO or Executive Director. In the case of a volunteer organization, the board President may sign. No one else may sign for these individuals.
- The dates of the project should reflect the time frame for the project with specific start and end dates.
- Do not include resumes. A sentence or two about significant staff and volunteer qualifications is sufficient.
- If you are seeking support for a project previously funded by the foundation a grant report must be submitted. Please contact Grants Staff if you have questions about this guideline.
- We require financial information for two consecutive fiscal years including 1) an annual operating budget that is current as of the grant deadline date, and 2) an audit for the prior fiscal year. Please contact Grants Staff if you have questions about what you plan on submitting.
- Your project budget should include projected income and expenses. The budget should include: line item expenses, pending and secured funding sources with dollar amounts, and in-kind resources. If applying to other foundations please indicate which foundations and the status of your application with them, pending or secured. Reasonable administrative expenses may be included if they are directly attributable to the project.
- Do not include letters of support, unless from a significant project partner.
- If the project is being undertaken by a group that is not a 501(c)(3) organization, a signed fiscal sponsorship form and additional documentation must be included.
- Those seeking funds for capital campaigns or large scale projects should contact the Grants Staff for pre-application discussion.
- If citing research in the project narrative, be sure to note source(s).

### **The Competitive Grantmaking Program does not usually support requests for:**

- endowments.
- the same project less than one year apart.
- 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.
- retroactive funding for projects that have been completed or will be completed prior to the grant award date.
- fundraising events, the purchase of tickets for benefits, courtesy advertising.
- replacement of governmental or other public funding except for grants bridging periods before anticipated funding.
- requests for multi-year funding.
- higher education scholarships. Information about the Community Foundation scholarship and interest free education loan program can be found on [www.communityfoundation.org](http://www.communityfoundation.org).