



Killingworth Community Fund Application Information and Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

Final applications for submission must be ***signed, stapled and submitted as hard copy.***

- o Please provide a physical signature on your original application form;
- o Be sure to include **one (1) original and six (6) copies.**

To reduce waste and speed up processing, grant applications and attachments should be copied **double-sided**, whenever possible, and **submitted without covers, folders or other packaging or collateral.**

All submissions must be received in hard copy at the Community Foundation office by Wednesday, February 28 at 4:00 PM.

Collating Submissions:

Applications **include** the following:

ITEM	ONE ORIGINAL	6 COPIES
Nonprofit Documentation: one copy of your 501(c)(3) determination letter or evidence of 170(c)(1) tax exempt status.	√	
Completed Application Form , printed and signed.	√	√
Current Operating Budget: one page summary of the organization’s current operating budget.	√	√
Project Budget Summary (<i>note: organizations must use the CFMC Project Budget Form which is with the application materials on the CFMC website</i>): include amount requested, anticipated sources of income, and expenses for this project.	√	√
List of Board members and officers, with professional affiliations	√	√
Collaborations between two or more agencies must include a Letter of Support from the executives of the partnering organizations.	√	√
School-based Projects must include a Letter of Support from the superintendent and principal(s) of the participating school(s).	√	√
Fiduciary Agent Status – Organizations that <u>do not have tax exempt status at the time of application submission</u>, must have a tax exempt Fiduciary Agent – for information and assistance, contact Thayer at 860.347.0025 Organizations requiring a Fiduciary Agent – Completed and signed Fiduciary Agent Form	√	

All submissions must be received at the Community Foundation office by Wednesday, February 28, 2018 at 4:00 PM.

Applications may be mailed to **Community Foundation of Middlesex County, 49 Main Street, Middletown, CT 06457**, or delivered to the Community Foundation office at 49 Main Street, Middletown, but **must be received by the 4 PM deadline on February 28th**. All applications will be acknowledged.

Organizations will be notified if further information is requested for consideration.

3 Year Grant Policy: The Community Foundation instituted a “*three-year-grant / one-year-off*” policy for all competitive funding cycles, in which agencies receiving grant awards in the competitive process for three (3) consecutive years will not be eligible for a grant award in the fourth (4th) year and may not submit an application during that cycle. *Note: This policy applies **only** to grants received during a **competitive grant cycle**. Grant funding received from donor advised, designated and field of interest funds outside the competitive application cycle at the Community Foundation are not considered under the “3-years-grant/1-year-off” policy.*

Application Instructions:

The application is an **Adobe “fill-form”** – Please **update** your **Adobe / Acrobat software** to the most recent version before opening the application. The form has been tested on an iPad and may be completed using the Adobe Acrobat application. **Other** iPad and Tablet PDF applications may not allow the form-fill option, and you are strongly encouraged to use the Adobe Acrobat READER program.

SAVE the application form to your computer before beginning to complete the application. Once you have saved the application to your hard drive, you will be able to save your work to the document.

How To Save The Application:

- When you open the Application PDF file on our website,
 - Click the Save File icon that appears when your mouse hovers over the PDF document,
- **OR**
- Click File,
- Click Save As,
- Save to your computer. This will allow you to complete the application electronically, save your work, and print your application.

Note: *If you have difficulty opening the form once you have saved it, Open the Acrobat Reader Program, and from File/Open, select the application file.*

TIPS For Completing The Application:

- Complete **all** fields in the application.
- “Synopsis” and Narrative Sections have **maximum character limits**:
 - Maximum character limits **include** letters, numbers and spaces.
 - The form will not extend the area allotted to fit text; please be sure your complete response is in the viewable area prior to printing.
 - The form will not allow further text to be entered into the field when you reach the maximum character limit.
 - We recommend you draft your responses in a document program (such as Microsoft Word) which allows you to calculate the characters within a piece of text.
 - Text can then be copied from a document program and pasted into the field.
- Final Applications for submission must be **signed, stapled, and submitted as hard copy**.
 - Please provide a physical signature on your original application form;

- The application should be signed by the Chief Executive Officer or other Organization Representative authorized to apply for and accept funding;
- Be sure to include **one (1)** original and **six (6)** copies;
- Please include only those items requested on the check list on Page 1 of this document.

Important Information:

- Grants are awarded to 501(c)(3) not-for-profit organizations and 170(c)(1) governmental agencies serving the Killingworth community.
- Grants will be awarded to organizations that provide positive impact on the community.
- Funding requests between \$250 and \$1,000 will be considered by the Committee.
- Applications from previous grantees are welcome; continued funding will be considered by the Grants Committee, but is not guaranteed.

The Killingworth Community Fund at the Community Foundation of Middlesex County is particularly looking for grants that add value to, and have a positive impact on, the health and vitality of the Killingworth community. Grant proposals should address a need and demonstrate impact on the organization, project, community, and/or persons served. The Community Foundation seeks applications for projects that possess some of the following elements:

- help the organization achieve its established goals,
- solve a critical problem, or
- prepare for the next steps in its development to meet the stated needs..

Grants will not be awarded to:

- endowments,
- sponsorships,
- capital campaigns,
- building programs,
- fund debt reduction,
- lobbying.

Grants will not be made to individuals, political organizations and campaigns.

If you have any questions, visit the Community Foundation's website for details: www.MiddlesexCountyCF.org

or contact Thayer Talbott at 860-347-0025 or email Thayer@MiddlesexCountyCF.org.