

Killingworth Community Fund
At the Community Foundation of Middlesex County
Grant Application Information and Process

The Killingworth Community Fund (KCF) at the Community Foundation of Middlesex County will consider grant requests for projects, which, in the judgment of its Advisory Committee, will improve the quality of life in the Town of Killingworth. These guidelines have been developed to assist applicants for grants.

The KCF Advisory Committee is primarily interested in how the proposed project will 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.

The KCF's financial support may be used only for the direct costs of implementing proposed projects.

Grants shall be limited to:

tax-exempt [501(c)(3)], not-for-profit, equal opportunity organizations recognized as such by the Internal Revenue Service serving the Killingworth Community, including the Haddam-Killingworth school district, or

the municipality of Killingworth.

A tax status determination letter from the Internal Revenue Service must be submitted with the application.

Grants are not to be made:

- to individuals;
- for endowments;
- to fund debt reduction;
- for capital campaigns;
- for building programs;
- for reimbursement for items purchased prior to the grant request;
- for lobbying.

If seed money is sought for a new organization or agency, the proposed organization or agency must show:

- evidence of sound management practices, including record keeping that insures accountability for funds advanced;
- clear, attainable goals relevant to community needs; and
- other documents as requested.

An established organization or agency may receive support for expanding existing services or developing new programs that otherwise meet the application guidelines and fits within the mission of the organization.

Grants will be for one-time projects only, although distribution of project funds may be spread over an appropriate period of time. Grants will be made on an annual basis, generally in a lump sum. Multi-year funding applications are not considered at this time.

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.*

KCF will not accept applications from individuals, except for scholarships. Nor will KCF support the following types of organizations or activities:

- for-profit organizations;
- programs of a religious or partisan nature;
- organizations that discriminate by race, color, creed, gender, or national origin;

KCF will not make grants for:

- regular operating expenses
- fundraising events
- research projects, unless associated with a specific action project.

A grant application:

- should be clear, brief, and submitted in the quantity required;
- should include a completed standard Killingworth Community Fund Grant Application form;
- should include the names and professional affiliations of the organization’s Trustees or Board of Directors;
- should include latest audited financial report or IRS Form 990, if applicable.

The Killingworth Community Fund will offer two (2) application cycles annually. Organizations may only submit one application annually and are encouraged to review the application cycles and determine which best meets the organization’s needs.

If more information is needed or the application is deemed non-compliant, a member of the Advisory Committee will contact the applicant.

The Killingworth Community Fund requires from the grantees a follow-up report at completion of project, or every six (6) months until the completion of the project. The report should provide an accounting of grant expenditures and status of project. Any unused funds from a grant are to be returned to the Killingworth Community Fund with the final report.

Questions about the process or the grant application form and required materials may be submitted to Thayer Talbott, Vice President of Programs & Operations, at the Community Foundation at 860.347.0025 or Thayer@MiddlesexCountyCF.org.

Grant Application Materials should be submitted in person or via mail to the Killingworth Community Fund at the Community Foundation of Middlesex County, 49 Main Street, Middletown, CT 06457.