



## Application Information and Instructions For BOTH

- “**Small Grant Application**” (for Funding Requests up to \$1,000)  
**AND**
- “**Traditional Grant Application**” (for Funding Requests over \$1,000 and up to \$5,000 and New Applicants)

**PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.**

### *How do I know which application to complete?*

Complete the “Small Grant” Application if you answer YES to ALL OF THE FOLLOWING:

- You are requesting funding up to and including \$1,000; **AND**
- Your organization has submitted an application in the last five (5) years; **AND**
- Your organization has NOT had a change in Executive Director since your last application; **AND**
- Your Tax-Exempt status is in good standing with the IRS and Form 990 is submitted annually and on time.

If you do not answer YES to ALL of these questions, please complete the “Traditional Application.”

*Detailed information about Grants and the Areas of Need / Impact can be found on our website.*

**All submissions must be received at the Community Foundation by  
Thursday, September 12, 2019 at 4:00 PM.**

The Community Foundation of Middlesex County has launched an on-line submission process for the 2019-2020 Competitive Application Cycle for all funding requests.

### Getting Started:

- Please read all of the instructions. If you have questions, please contact Thayer Talbott at [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org) or 860.347.0025
- Organizations must attend one (1) of the competitive cycle information sessions in order to submit an application for consideration. Sessions are scheduled during July and August. Please see our website calendar for more information.
- CFMC has instituted a two-tier application process:
  - **Tier 1:** Organizations seeking grant support of \$1,000 or less may complete the “Small Grant” Application;
  - **Tier 2:** Organizations seeking grant support over \$1,000 and up to \$5,000, **OR** organizations that have not submitted an application in the previous five years, **OR** organizations that have never applied to CFMC **MUST** complete the “Traditional” Application.
  - If you are unsure of which application to use, please contact Thayer Talbott at [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org) or 860.347.0025
- Organizations submitting the “Traditional Application” (funding requests over \$1,000 and up to \$5,000 and New Applicants) must **also submit two (2)** hard copy, signed applications within seven (7) days of the online submission.

- Both applications **require the following documents** to be uploaded in PDF format:
  - Project Budget – organizations **MUST** use the CFMC Project Budget Template located with these instructions and the links to the online applications on our website. The template is in Word; organizations should complete the Budget form, SAVE AS PDF, then upload the file.
  - Current-year Organization Operating Budget.
  - List of current Board of Directors officers and members with professional affiliation.
  - 501c3 Tax Exempt Determination Letter or other not-for-profit status under charter document.

*If applicable:*

  - Letter(s) of Support (information below).
- The online application does not require a username and password. The applications are located on the Forms & Guidelines page of the Nonprofit section of our website. The application does provide a “Save and Continue Later” option; you will be asked for an email address and sent a link to your application form.
- Organizations that do not have tax exempt status at the time of application submission, must have a tax-exempt Fiduciary Agent in order to apply. Please contact the Community Foundation prior to submitting an application to determine eligibility status and for further information for the Fiduciary Agent.

**3 Year Grant Policy:** The Community Foundation instituted a “*three-year-grant / one-year-off*” policy, 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 (4<sup>th</sup>) year and may not submit an application during that cycle. *Note: This policy applies **only** to grants received during a **competitive grant cycle (regardless of funding source)**. 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.*

**Letter(s) of Support:** Collaborations between two or more agencies or school-based projects in which a nonprofit is the application organization must submit Letters of Support from the executives of the partnering organizations and/or the superintendent and principals of the participating schools detailing their participation and their organization’s objectives in the collaboration.

**Submissions of interim status reports or final evaluations from previous grants are required by September 1<sup>st</sup>.** Final Evaluation Forms are available on the CFMC website. Interim Status Report Forms are available by contacting Thayer Talbott at 860.347.0025 or Thayer@MiddlesexCountyCF.org

Organizations will be notified if further information is requested for consideration. Notification of final grant decisions will be made by December 27, 2019 with grant awards distributed in 2020.

## **Application Instructions:**

The application is submitted online via our website.

Click the Small Grant Application Button or the Traditional Grant Application Button on the Forms & Guidelines page.

You are able to “Save and Complete Later” – you will be prompted to enter your email address and a link will be emailed to you. The link is good for thirty (30) days.

Required documents **must** be uploaded as PDF files. The application form will **not** allow other file formats to be uploaded; any attempt to load Word, Excel, JPEG or other file types will result in the application being terminated, including all work to that point.

*Note: If you have difficulty with the form, please contact Thayer Talbott at 860.347.0025 or [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org).*

Organizations are strongly encouraged to review the **Guidelines and FAQ document** as well as **the Application Overview document** for each type of application before completing.

#### **TIPS For Completing The Application:**

- Complete **all** fields in the application. Incomplete applications will not be considered for funding.
- “Synopsis” and Narrative Sections have **maximum character limits**:
  - Maximum character limits **include** letters, numbers **and** spaces.
  - The form will not allow further text to be entered into the field when you reach the maximum character limit.
  - You can draft your responses in a word document program and copy and paste into the narrative sections.
- “Target Demographic” and “Geographic Area(s) Served By Program/Project”: Please select **only** those responses served by the program/project for which you are requesting funding.
- “Area of Need/Impact” and “Grant Type” require a selection from the **drop-down menus** initiated by clicking the arrows on the right of each response block

**All Submissions must be received at the Community Foundation office by Thursday, September 12, 2019 at 4:00 PM.**

**Interim status reports or final evaluations from previous CFMC grants are required by September 1, 2019.**

#### **Important Information:**

- Grants are awarded to 501(c)(3) not-for-profit organizations and 170(c)(1) governmental agencies serving the various communities of Middlesex County.
- Grants will be awarded to organizations that provide positive impact on the community within the focus areas identified below and will be a minimum of \$500.
- Applications from previous grantees are welcome; continued funding will be considered by the Grants Committee, but is not guaranteed.
- Funding requests must be for programs, services, or projects occurring in 2020. Grant funding cannot be used to “post-pay” programs, services, or projects which occurred prior to January 1, 2020.

If you have any questions, visit the Community Foundation’s website for details: [www.MiddlesexCountyCF.org](http://www.MiddlesexCountyCF.org)

or contact Thayer Talbott at 860-347-0025 or email [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org).