

## CFMC “Small Grant” Application Questions Outline

This document is for informational purposes only and as a guide to preparing your CFMC Application. This document may not be completed and submitted in lieu of the online application. **ALL** Funding Requests must be submitted using the online application form available on the CFMC website.

COMPLETE THIS APPLICATION FOR FUNDING REQUESTS up to \$1,000.

**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.”***

The required Project Budget listed in Section III must be submitted on the CFMC Project Budget form on our website.

### I. Application Information

- Legal Name of Organization and Division or Department Name (if applicable)
- Are you a 501(c)3 Organization or Other Tax-Exempt Entity?

If your organization is not a 501(c) 3 tax exempt entity or division/department of a 170 (c) 3 government agency or religious organization, please contact Thayer Talbott, 860.347.0025, for further information before completing the application.

- Project / Program Name
- Dollar Amount Requested \$
- Total Project Cost \$
- Synopsis (500 characters with spaces)

### II. Grant Program / Project Information *(Narrative section)*

1. Proposal / Purpose (2,000 characters with spaces)
2. Assessment (750 characters with spaces)

### III. Additional Information to be Included with the Application

- A. Required Application Budget
- B. Organizational Operating Budget
- C. Current Board of Directors Members
- D. IRS Tax Exempt Determination Letter

*(if applicable)*

- E. Letters of Support for Collaborations

#### **IV. Grant Program / Project Information**

- Areas of Need/Impact (choose ONE) (these are the various Focus Area/Categories used by CFMC to identify the area of impact)
- Grant Type (choose ONE)  
Program Development/Implementation / Organization Improvement / Training/Technical Assistance / Equipment / Capacity Building /
- Number of People in Middlesex County Personally Impacted by this Program/Project
- The Community Foundation funds both on-going and new programs, and we are interested in knowing if this program is:   New                                   On-going

#### **V. Organization Information**

- Executive Officer's Name and contact information
- Application Contact Person and contact information
- Mailing Address
- Street Address (if different from mailing)
  
- Have you APPLIED for funding from CFMC previously?
- Did you RECEIVE a competitive process grant in the:
  - 2016-2017 cycle
  - 2017-2018 cycle
  - 2018-2019 cycle

#### **VI. Marketing and Public Relations**

Organizations receiving grants from the Community Foundation of Middlesex County must promote their funding awards according to the marketing and public relations guidelines established by the Community Foundation. By signing the application below, the CEO/Executive Director understands the Community Foundation's marketing and public relations requirements if awarded a grant. The Community Foundation will host a seminar on marketing guidelines and tips for grantees annually. The Community Foundation's Grantee Communications Kit may be downloaded on our website in the Nonprofit Resources section, [middlesexcountycf.org/nonprofits/resources/forms-pr-guidelines/](http://middlesexcountycf.org/nonprofits/resources/forms-pr-guidelines/).