

CFMC Traditional 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 over \$1,000 and up to \$5,000.

The required Project Budget listed in Section V 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 (7,500 characters with spaces)
2. Challenges (2,500 characters with spaces)
3. Assessment (2,500 characters with spaces)
4. Sustainability (1,500 characters with spaces)

III. 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)
- The Community Foundation funds both on-going and new programs, and we are interested in knowing if this program is: New On-going
- Grant Type (choose ONE)
Program Development/Implementation / Organization Improvement / Training/Technical Assistance / Equipment / Capacity Building / Other
- Total Number of People in Middlesex County Personally Impacted by this Program/Project
- Target Demographics (Select all that apply):

- Geographic Area(s) Served By This Application:

IV. Organization Information

Board of Directors / Trustees Information

- Total Number of Directors/Trustees:
- Total Number of Board meetings held last year:
- Average number attending in person:

- Date most recent IRS Form 990 was filed:
- Year of Return:
- Organization's Fiscal Year
- Organization's Total Operating Budget

Division Operating Budget Information and National Organization Chapter Information (if applicable)
(simple percentage question for each)

“3-years-grants/1-year-off” Policy for Competitive Grant Funding

- 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

Brief Background Statement of the Organization (750 characters with spaces)

V. Please Note: Documents requested below MUST be uploaded in PDF files. Other document formats will not be accepted by the form.

A. Total Project Budget (organizations must use the CFMC Project Budget Template)

B. Current Organization Operations Budget

C. Board of Directors and Officers with professional affiliations list

D. IRS Tax Exempt Determination Letter

E. Collaborations/Partnerships with Nonprofit Organizations or School Districts:

Yes (Letter(s) of Support REQUIRED) No

If Yes, is this a New or On-Going Collaboration?

New On-going

If this is an On-Going Collaboration, how long has the collaboration existed?

List of Collaborators

VI. Organization Contact Information

- Are you a new nonprofit applicant to the Community Foundation?

Yes

No

- Executive Officer's Name and contact information
- Application Contact Person and contact information
- Mailing Address
- Street Address (if different from mailing)
- Website
- Social Media Channels

VII. 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/.

Hard-Copy Requirement for Application Consideration:

You will receive a copy of this application via email upon submission. All applicants are required to submit two (2) hard copies, with all attachments and an original signature, to the Community Foundation within seven (7) days of the online submission.

The copies may be mailed to Thayer Talbott, Community Foundation of Middlesex County, 49 Main Street, Middletown, CT 06457.