**OUTLINE OVERVIEW OF THE QUESTIONS IN THE ONLINE APPLICATION FORM — FOR INFORMATIONAL PURPOSES ONLY. THE APPLICATION MUST BE COMPLETED ONLINE AND SUBMITTED THROUGH THE CFMC WEBSITE. THIS DOCUMENT IS ONLY TO AID NONPROFIT ORGANIZATIONS IN PREPARING THEIR APPLICATION RESPONSES.**

**CFMC Competitive Grant Application**

COMPLETE THIS APPLICATION FOR FUNDING REQUESTS FOR THE Community Foundation of Middlesex County Competitive Cycle – requests up to $5,000.

**Instructions:** Complete the application on the website. You may "Save and Continue Later" - the site will email you a link which is active for 30 days. Review instructions document for full details before completing. Complete all questions.

The required Budget Summary listed in Section V must be submitted on the Budget Summary form available on our website. All required and requested documents must be uploaded to the application in PDF format.

**I. Application Information**

- Legal Name of Organization
- Division or Department Name (if applicable)
- Are you a 501(c)3 Organization
- 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.

- 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) State the needs or issues to be addressed with funding, including goals and objectives, and any identified challenges and how you propose to meet them.

2. **Sustainability** (5,000 characters with spaces) What are your strategies moving forward?

**III. Grant Program / Project Information**

- Areas of Need/Impact (choose ONE)
  
  Community Enrichment (Arts/Culture/History)
  Community Health (Health/Medical/Hospital Care)
  Economic Security/Economic Opportunity
  Economic Development
  Education (Community Wide/Schools)
  Environment
  Public / Social Benefit (Civic Improvement/Social Services)
  Recreation
  Animal Welfare and Protection
  At-risk Boys & Young Men
Women & Girls

- **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 the Organization**

- **Target Demographics (Select all that apply):**
  - Adults
  - Young Adults (ages 18-25)
  - Youth (ages 13-17)
  - Children (ages 6-12)
  - Birth to 5 years old
  - Families
  - Parents
  - Retirees
  - Students
  - Veterans
  - Women and Girls
  - At Risk Boys and Young Men
  - Animals
  - Birds, and Other Wildlife
  - Other
  - Other Demographic: (text entry)

- **Geographic Area(s) Served By This Application:**
  - Upper County
  - Lower County
  - Chester
  - Clinton
  - Cromwell
  - Deep River
  - Durham
  - East Haddam
  - East Hampton
  - Essex
  - Haddam
  - Killingworth
  - Middlefield
  - Middletown
  - Old Saybrook
  - Portland
  - Westbrook
  - Adjacent County(ies)
  - State-wide

**IV. Organization Information**

**Board of Directors / Trustees Information**

- Total Number of Directors/Trustees:
- Total Percentage of Directors/Trustees contributing to Operations annually (drop down selection list – 100%; 75% or more; 50% or more; less than 50%; Zero (0))
- 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

If you are a division/department of a large “parent” organization, and have a separate operating budget from the “parent” organization, what percent of your operating budget is funded by the “parent” organization? (if applicable)

National Organization Chapter Information

If your organization is a state, regional, or local chapter or affiliate of a national organization, what percentage administration fee do you provide to the national organization? (if applicable)

Have you APPLIED for funding from CFMC previously?

Did you RECEIVE a competitive process grant in the:

- 2017-2018 cycle
- 2018-2019 cycle
- 2019-2020 cycle
- Live Local Give Local Emergency Fund cycle

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

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

A. Total Application Budget Summary Form
B. Current Organization Operations Budget
C. Board of Directors and Officers List
D. IRS Tax Exempt Determination Letter

Additional financial documentation, including the organization’s most recent audit, annual report, and IRS Form 990 may also be required. Only provide this information if requested.

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

Is this application a collaboration of two or more nonprofit organizations (NOT schools)?

Yes (Letter(s) of Support REQUIRED)  No

Is this program in collaboration with a School(s) 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

Upload Letters of Support (if applicable)

VI. Organization Contact Information

- Are you a new nonprofit applicant to the Community Foundation? Yes No
- Previous Applicants only – if you are a previous applicant or grantee, has it been at least (5) years since your last application? Yes No
- Executive Officer’s Name
- Title
- Phone
- Email
- Contact Person
- Title
- Phone
- Email
- Mailing Address
- Street Address (if different from mailing)
- Website
- Social Media Channels

VII. Non-Funding Needs

Other than financial support, how else might we support you? (maximum 1,000 characters)

VIII. 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/.

IX. Tax Exempt Standing and Use of Grant Funding Certification

By signing this application, the CEO/Executive Director/Board President is certifying that your organization is a qualified 501c3 organization or other charitable organization recognized and currently in good standing with the IRS, or 170(c)(1) governmental agencies. Should a grant be approved by the Community Foundation of Middlesex County, these funds may only be used for the purpose outlined in your original application; you must
notify us if you are unable to do so. If grant funding is provided, you may only use these funds for charitable purpose as described in Section 170(c)2 of the IRS code, and funds may not be used for any political or lobbying activity. In addition, no tangible benefits, goods or services may be received by our donors or by staff members of the Community Foundation of Middlesex County in exchange for grant funding.

**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.

Printed Name

Title

Signature

Date