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## **CFMC Competitive Application Process**

### **Overview and Updates for the 2022-2023 Process**

### **Virtual Information Session for Nonprofit Organizations**

*Note: This session is being recorded.*



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## **Updated CFMC Competitive Application Process: Application Timing and FAQ**



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## Changes to the CFMC Competitive Application Process

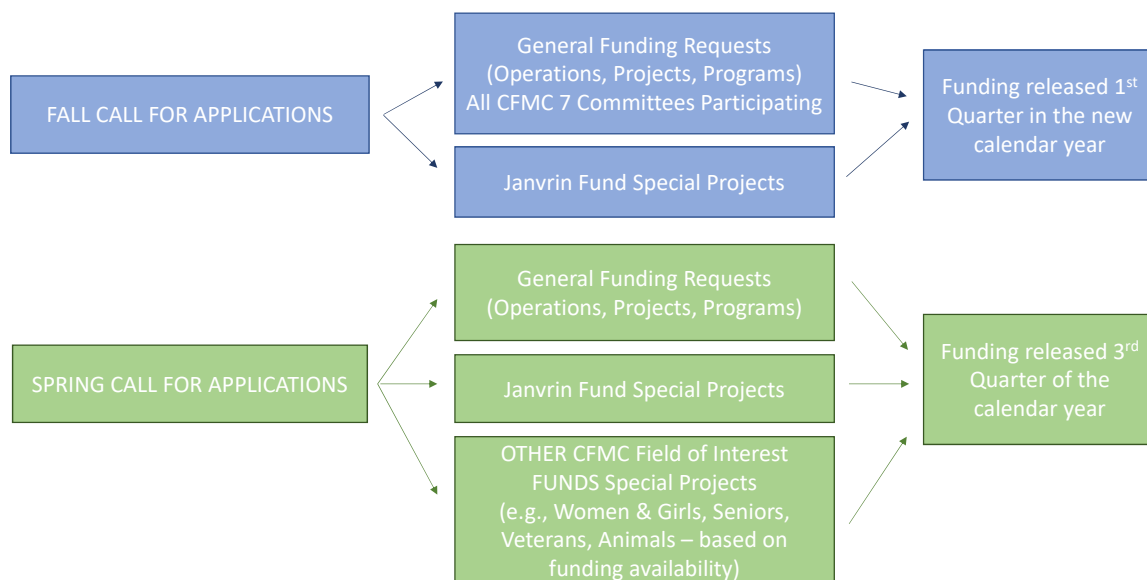
**Subcommittee performed a comprehensive review of the grants process and has approved:**

- The annual competitive process will now offer two (2) application opportunities
  - Fall
  - Spring
- The three (3) year on / one (1) year off guideline will not be re-instated
- General funding maximum request amount remains the same of \$5,000



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## ANNUAL COMPETITIVE APPLICATION PROCESS





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**The CFMC Annual Application Process will look like this:**

Annual Process:	Application Opportunity:	Funding Request Types:	
<b>2022-2023</b>	Fall 2022 (opening August)	General Funding (up to \$5,000)	Janvrin Fund (up to \$15,000)
	Spring 2023 (opening February)	General Funding (up to \$5,000)	Janvrin Fund (up to \$15,000) Other possible Field of Interest Funds
<b>CFMC PROCESS "RESETS" AND ALL ORGANIZATIONS INVITED TO APPLY</b>			
<b>2023-2024</b>	Fall 2023 (opening August)	General Funding (up to \$5,000)	Janvrin Fund (up to \$15,000)
	Spring 2024 (opening February)	General Funding (up to \$5,000)	Janvrin Fund (up to \$15,000) Other possible Field of Interest Funds
<b>CFMC PROCESS "RESETS" AND ALL ORGANIZATIONS INVITED TO APPLY</b>			
<b>2024-2025</b>	(As above)		



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**Can our organization submit applications for all types of funding in each cycle?**

No – one application per organization will be accepted in each cycle and the organization will need to determine if the General Funding or Special Initiative Funding opportunity is best suited to the request in mind.

- However, only one (1) General Funding request may be awarded annually – if an award is received in the Fall, the organization may not submit a General Funding request in the Spring.

**Example A:**

- IF your organization chooses to apply in the FALL Cycle for the General Fund consideration, you may NOT also apply in the FALL cycle for Special Initiative funding.



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**Example B:**

- IF your organization applies for and receives a GENERAL Funding grant in the FALL Cycle, you may NOT apply for GENERAL FUNDING in the SPRING cycle
  - However, you may consider applying to the Janvrin Fund or other CFMC Special Initiative Opportunities in the Spring Cycle
    - As long as your request meets the criteria set forth for the Janvrin Fund or Field of Interest Special Initiative Funding opportunity; AND
    - as long as the funding request is NOT associated with the approved General Funding grant awarded in the Fall Cycle
    - In other words, you may not seek additional funding for a grant award received in the Fall Cycle – this would apply to funding services/programs/projects from any of our Field of Interest Funds participating in the Fall Cycle.



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**Some Q & A:**

- Our program is collaborative with two or more nonprofits involved – do we submit one application or may each organization apply?
  - One organization applies on behalf of all the partners/collaborators – One (1) application per program/project
- Our organization has two programs in mind – one that is collaborative and one that is stand alone and specific to our organization only, may we apply for both?
  - No. Your organization must decide which program to submit for consideration.
- We have an idea but no specifics, no timeline to development and implement the program yet, and no ideas of possible partners, may we apply now?
  - If there is no clear program development and implementation plan yet, you should wait for another cycle to submit an application.



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**Some Q & A:**

- Our organization applied for a General Funding award in the Fall 2022 Cycle and **was denied**, may we re-apply for General Funding consideration in the Spring 2023 Cycle?
  - Yes
- Our organization was a partner on an application (but *not* the applicant) that received a Janvrin Fund award in Fall 2022. Can we apply for a **general funding** award in Spring 2023?
  - Yes, *as long as* your application is not related to or in support of the program receiving the Janvrin Fund award.



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**2022-2023 Competitive Process:  
Application Key Points, Tips, and  
Requirements**



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**Key Points and Notes for the 2022-2023 Process:**

- General Funding Requests: Maximum of \$5,000
- Funding for **calendar year 2023 only**
  - Awards cannot be used to pay for expenses incurred in calendar year 2022
- Will not re-instate the 3 year on/ 1 year off guideline; however, there is no guarantee of funding for any organization
- Application will continue with two core questions, Need and Sustainability.
- What keeps you sustainable in the near term?
  - Maintain our open approach to all nonprofits and all focus areas.
  - Continue to be interested in critical needs, sustainability, and adapting to a “post-COVID” normal – education, transportation for seniors/medical needs, mental health, veterans, digital divide, adaptation of arts & culture & heritage, employment, utilities/rent, childcare, and other needs that arose due to the pandemic.
  - Basic Needs broadened to include the digital divide, the ability to offer and access alternative programming models.



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**Key Points and Notes for the 2022-2023 Process:**

- If you are “seeding” or “piloting” a program:
  - Where are you in the “development process” and what will it take to launch the program?
  - What is the plan for sustainability if it is successful?
- .Funding requests should include how the grant will support the organization:
 

Supporting the mission and programs/services of the organization

  - Technology/Equipment
  - Program/Project Implementation
  - Capacity Building / Organization Improvement
  - Training/Technical Assistance
- Applying for or receiving an ARPA (American Rescue Plan Act) will not prohibit an application to CFMC.
  - However, as part of our due diligence, and to better understand the organization’s needs and access to revenue, we do ask the status of any loans or funding applications which have been submitted and/or received.



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### Application Tips:

- **Summary Budget Form:**
  - We don't need to know the cost of pencils, paper, nails – but there are main expenses to any budget – be clear, concise, and detailed – don't bundle your response into a single item.
  - If CFMC is the only funder – an explanation must be included.
  - Include other funding sources in the Budget Summary, if applicable.
  - Collaborating? Show in the budget form how the funding will be used by all organizations
  - check the costs in the application against the budget summary
  - Proofread, Proofread, Proofread ... and check the costs in the application against the budget summary. The error we see over and over – the total project cost listed on page 1 of the application does not match the total on the budget summary



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Community Foundation of Middlesex County Grant Proposal Application  
**REQUIRED Budget Summary Form**  
You must submit this form with your application  
You may add additional rows where necessary

Organization \_\_\_\_\_

Expense Item Description - actual or hard costs to organization	Total
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Program Expenses</b>	\$

- The Budget Summary Form is available on the Grants Program page on our website in a Word document:

- Download the document;
- Complete;
- Save as a PDF and then upload it to the application form.

Soft or In-Kind Expense Item Description Directly Related to Grant Application Request - If applicable	Amt. from Org/Other Source	Not all requests include "soft" or in-kind costs – please only include these if it is applicable to your application. Examples of such costs could be "waived" consultant fees, facility use donations, staff hours, food and beverage donations, etc.
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Soft or In-Kind</b>	\$	

Income Sources Directly Related to Application Request	Amount	Status and any restrictions on use of funding, if applicable
<b>CFMC Grant Request:</b>	\$	
<b>Other Grants</b>		please indicate if grant monies are committed, pending or to be requested
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Other income sources, if applicable:</b>		
	\$	
	\$	
	\$	
	\$	
<b>Total</b>	\$	

Explanations, if necessary:



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#### **Application Tips:**

- **Narrative:**
  - Acronyms: If you use them in your narrative – the first time should include what the acronym means
  - Be clear about your need and request for funding – be specific
  - Discuss your impact – if you reference the number of people you serve, be specific about the service, the population, and how impact is measured
  - If you are offering a community outreach program – explain clearly how you will notify and engage the community to ensure attendance
- **Impact:**
  - If you designate all the towns in the demographic areas, but you only speak to towns in one section of the county in your narrative, rethink how you are describing the service area
  - Total number served – these are not census numbers; this is the number served based on your organization's work



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#### **Partnerships and Collaborations**

##### **Two or more non-school based organizations:**

- One nonprofit must take the fiduciary lead and complete the application
- Application must have a letter from the other nonprofit(s) that includes:
  - The organization's understanding of the program and commitment to the funding process
  - What services, staffing, funding the organization(s) is providing
- How long has the partnership been in existence:
  - Is it new or on-going?
  - Is it one-time or will it continue?





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### Partnerships and Collaborations

#### School-based programs:

- Nonprofits must have a letter from the Superintendent of the school district and the Principal of the school that includes:
  - The school's understanding of the program
  - If a partnership, what services, staffing, funding the school is providing
  - If curriculum support, like a nature program, how the program supports the curriculum or adds to the curriculum which cannot otherwise be provided through the regular classroom plan
- Part of the nonprofit narrative should include why the nonprofit is providing the programming to the school; for example the school does not have staff knowledgeable in the area or the program provides another level of curriculum enhancement to a subject being taught or the program provides curriculum not otherwise included in the school's general teachings.



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#### Application Requirements:

The following are required and are uploaded in the application form on our website as **PDF files**:

- Program Budget (CFMC Form)
  - This form is available on our website in Word – download the form, and upon completing the sections, save the document as a PDF File before uploading it to the application
- Organization Operating Budget
- List of Board of Directors with professional affiliations
- IRS Determination Letter required

Applications that are joint Nonprofit Collaborations or are programs provided by Nonprofit Organizations to School Districts, must include Letter(s) of Support



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**What won't be funded:**

- Grants directly to individuals *or* Initiatives that ***regrant*** our funds to other organizations
- Organizations that, in their constitution, bylaws or practice, discriminate against a person or group on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation or identification, political affiliation, or religious belief.
- New staff positions or hazard pay expenses (due to the COVID-19 pandemic).
- Recouping lost revenue which occurred during previous calendar years or losses incurred prior to August 2022.
- Programs or materials that would normally be included in the regular operating budget for municipal/government agencies or schools.
- Annual fundraising campaigns or event sponsorships.
- Payment of debt or legal settlements or Repayment of SBA, PPP, or other COVID-19 related loans;
- Political or partisan purposes, campaigns, or lobbying activities.
- Projects that exclusively serve religious purposes, although religious organizations providing non-religious community services will be considered.
- Endowments, reserve funds, capital campaigns, or annual fund drives.



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## Online Application Reminders and Information



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**General Reminders and Online Application Information:**

The FAQ, Powerpoint Slidedeck, Link to this information session, Application outline and **link to the application form** will be posted to the **Grants Program Page** on our website in the Nonprofit section:



2. Select Page

1. Using the mouse,  
Hover over Nonprofits



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**General Reminders and Online Application Information:**

- Please review the
  - FAQ,
  - Application Outline Document,
  - Application Instructions Document, and
  - other information before submission.
- Applications **MUST** be completed on our website. Please do not print and fill in by hand.
- Required documents must be **uploaded in PDF format**, including the Budget Summary Form.
- Our site does not provide for a “Print Preview” of your application prior to submission. You can page forward and backward to check your application while in process.
  - A PDF containing the “outline” of the application will be available on our website.



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### General Reminders and Online Application Information:

We are unable to “view” an application prior to submission – and cannot send a link to an application in process – If you use the “Save and Finish Later” option, **PLEASE COPY THE LINK** as well as use the “send email option” prior to closing your browser window.

Please use the following link to return and complete this form from any computer.

[https://middlesexcountycf.org/?gf\\_page=preview&id=33&gf\\_token=df182aef8357415fb7088da9141677ac](https://middlesexcountycf.org/?gf_page=preview&id=33&gf_token=df182aef8357415fb7088da9141677ac)

Note: This link will expire after 30 days.  
Enter your email address to if you would like to receive the link via email.

Email Address

thayer@middlesexcountycf.

Send Link

**Before you click this**

**COPY THIS FIRST**

**TIP:** Copying the link (and saving to a document or notes application) as well as requesting the link will ensure you have access to your in-progress application – should for some reason the email with the link be delayed in arriving.



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### More General Reminders:

- Incomplete applications **will not be reviewed** during the cycle.
- You will receive a copy of the application via email after submission from our website server.
  - We are not requiring the submission of hard copies with all attachments and an original signature.
  - *However*, we may request a hard copy if we note discrepancies or problems with the electronically submitted application.
- If you do not receive your final online submission email notification within 3 to 4 business days, please notify Thayer or Mary by email. We will do our best to forward the copy of the received application.
- Staff may have follow-up questions about your application during the process. Those individuals listed on the application will receive requests by email. Your prompt response is appreciated.



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**Evaluations from past grants:**

- Final Grant Evaluations from previous cycles are due by *September 15*
  - *The online evaluation forms can be found on our website at the following “menu”:*  
Nonprofits / Resources / Grant Evaluations  
<https://middlesexcountycf.org/non-profits/resources/grant-evaluation/>
- *If your current cycle (2021-2022) grant is not fully expended, please submit an interim grant report – email Thayer at [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org) or Mary at [Mary@MiddlesexCountyCF.org](mailto:Mary@MiddlesexCountyCF.org) to request the form*

**Call for photos and stories from the recent cycle(s)**

We are finalizing our annual Report to the Community – and we need your help! We need photos, quotes, and short stories of your impact to feature in our Report. *Please email them to Thayer or Mary [by August 18<sup>th</sup>](#).*



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**2022 Fall Cycle Timeline:**

- August 10, 2022: Application form available on the website
- September 22, 2022: Applications due at 4:00 p.m.
- October 4, 2022: Applications distributed to CFMC Committee for review
- *October 5 – 19, 2022: CFMC staff follow up and preparation of reports for committees*
- November 2022: Committee Recommendations
- December 2022:
  - December 13: CFMC Board of Directors review of recommendations
  - CFMC will notify applicants of final decisions and grant agreement letters distributed.
- February/March 2023: Funding distribution



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We appreciate all you do on behalf of the Middlesex County.  
Your work makes an incredible impact in our community.

**Thank you!**



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**[www.MiddlesexCountyCF.org](http://www.MiddlesexCountyCF.org)**

**[www.facebook.com/CommunityFoundationMC](https://www.facebook.com/CommunityFoundationMC)**

[www.facebook.com/CFMCFundforWomen&Girls](https://www.facebook.com/CFMCFundforWomen&Girls)

[www.facebook.com/CFMC\\_BullyFreeCommunities](https://www.facebook.com/CFMC_BullyFreeCommunities)

Instagram and Twitter: @CFMC\_CT

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