



COMMUNITY
FOUNDATION
of Middlesex County

Application Information and Instructions For the Janvrin Fund Application

PLEASE READ ALL INFORMATION AND INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

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

**All submissions must be received by the Community Foundation by
Thursday, March 7, 2024, at 4:00 PM.**

The Community Foundation of Middlesex County uses an on-line submission process for all funding requests.

Getting Started:

- Please read all of the instructions and the FAQ. If you have questions, please contact Thayer Talbott at Thayer@MiddlesexCountyCF.org or 860.347.0025
- Organizations are required to attend the information session in order to submit an application.
- Organizations will not be required to submit a hard copy, signed application during this cycle. However, the Community Foundation reserves the right to request a hard copy, signed application with all attachments, should discrepancies or other issues arise while reviewing the organization's submission.
- **Required documents** to be uploaded in PDF format:
 - Summary Budget form – organizations **MUST** use the CFMC Summary Budget Template located with these instructions and the links to the online applications on our website. The template is in Word; organizations should
 - download the document,
 - complete the Budget form,
 - SAVE AS PDF,
 - then upload the file.
 - Current-year Organization Operating Budget of the applicant organization, approved by the Board of Directors.
 - 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.
- The online application does not require a username and password. The application is located on the Janvrin Fund Application Cycle page under Grants Program of the Nonprofit section of our website.
- The application provides a "Save and Continue Later" option; you will be asked for an email address and sent a link to your application form. **Please copy the provided temporary link before clicking the "send link" button.** CFMC staff are not able to access an application in process. You can only access an in-process application using the temporary link provided by the host server.
- Once submitted, the Executive and the Contact Person will receive an email with the completed application as well as any attachments. If you do not receive an email containing your completed application submission within three (3) days of submission, please contact Thayer via email, Thayer@MiddlesexCountyCF.org

- 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.

Submissions of interim status reports or final evaluations from previous grants are required by March 15, 2024. Final Evaluation Forms are submitted through the CFMC website using the online forms platforms – Nonprofits / Resources / Grant Evaluation. 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.

Application Instructions:

The application is submitted online via our website.

Click the Application Button on the Janvrin Fund Application Cycle page (<https://middlesexcountycf.org/non-profits/grants/grants-program/janvrin-fund-application-cycle/>).

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. **Please copy the provided temporary link before clicking the “send link” button.** CFMC staff are not able to access an application in process. You can only access an in-process application using the temporary link provided by the host server.

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 completed to that point.

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

Organizations are strongly encouraged to review the **FAQ document** as well as **the Application Overview document** before completing the online application.

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 request being submitted.
- “Grant Type” requires a selection from the **drop-down menus** initiated by clicking the arrows on the right of each response block

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.
- The maximum request to be considered is \$15,000.
- CFMC will not consider applications on which we are the sole funder of a program or project.
- Funding requests must be for programs, services, or projects beginning in July 2024. Grant funding cannot be used to pay for expenses, programs, or services which occurred prior to July 1, 2024.
- Grant funding cannot be used to repay PPP, SBA, or other pandemic or non-pandemic loan programs.
- Grant awards cannot be made to individuals.
- Grant awards cannot be used for initiatives that regrant our funds to other organizations
- Further information regarding what types of requests will be considered and what requests will not be considered are covered in the FAQ and the Information Session PowerPoint Slide Deck. Applicants are strongly encouraged to review both documents prior to submitting an application.

Note: We are not accepting land acquisition applications at this time.

If you have any questions, visit the Community Foundation's website for details: www.MiddlesexCountyCF.org

or contact Thayer Talbott at 860-347-0025 or email Thayer@MiddlesexCountyCF.org.