



CFMC Grant Application

COMPLETE THIS APPLICATION FOR FUNDING REQUESTS FOR THE Community Foundation of Middlesex County Competitive Cycle.

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.

Section V requires certain documents to be uploaded to the form - see the Application Instructions Document for a list of the required items. All items must be uploaded as PDF Files. The CFMC Budget Summary form is available on the website in Word. This document must be submitted as PDF file as well.

I. Application Information

Legal Name of Organization

Incarnation Center

Division or Department Name (if applicable)

Bushy Hill Day Camp

Other Tax Exempt Entity?

Are you a 501(c)3 Organization

Yes

EIN #

13-5657791

If your organization is not a 501(c) 3 tax exempt entity or division/department of a 170(c)1 government agency or religious organization, please contact Thayer Talbott, 860.347.0025, for further information before completing the application.

Total Cost associated with request \$

55000

Dollar Amount Requested \$

5000

Summary Statement

This grant will help us provide scholarship assistance to families with children ages 4-15 throughout Middlesex County to allow youth to attend Bushy Hill Day Camp. Aid is awarded based on need determined through our scholarship application.

II. Funding Request Information

1. Proposal / Purpose

The mission of Bushy Hill Nature Center, a program of Incarnation Center, is to inspire people of all ages to connect with the environment through hands-on experiential learning, while working together to build a stronger community with respect for the natural world. One way we fulfill our mission is through our summer Day Camp, which serves youth ages 4-15 from Middlesex County and beyond. Bushy Hill Day Camp is truly unique in that our curriculum is entirely nature-based and focused on experiential education.

Campers spend their time at Bushy Hill hiking, swimming, canoeing, learning about plant & animal identification, participating in indigenous skills activities, working with our farm animals, building campfires, and exploring the vast natural surroundings of our 740 acre campus. Bushy Hill alumni will tell you that they carry the skills learned and friendships made at camp with them through life. Many of our alumni continue as Counselors in Training and eventually as Senior Counselors where they pass 'Bushy Hill' on to a new generation of campers. Many of our staff alumni end up working in the fields of education or environmental protection as their careers and credit their time at Bushy Hill for introducing them to these roles.

While summer camp is an opportunity for youth to spend a few fun weeks outside learning, exploring, and discovering, it is also a vital form of childcare for families during the summer months when school is on recess. Working parents and guardians are able to rest easy knowing that their children are spending their days in a safe and supportive environment at Bushy Hill. To help working families our camp days run from 8am to 5pm, with before and after care available. We also offer bussing along the Rt-9 corridor (Middletown to Essex) and I-95 (Madison to Old Lyme).

As an organization we work to keep our camp tuition affordable across all of our camp programs (\$330/ week for Bushy Hill Day Camp). We also offer scholarship aid and campership incentives (sibling discount, multiple session discount register early discount, etc.). Each year we receive more applications for financial support than we can fully meet. It is our constant goal to increase our ability to meet these financial aid requests. We are so grateful to the Community Foundation of Middlesex County for your past support of our day camp scholarship program. We hope that you will consider a grant of \$5000 towards the fund for the summer of 2024.

The pandemic brought great challenges to our organization, but also to our camper families. Since 2020 we have seen an increased need for financial aid. Some of the requests are truly heartbreaking and this assistance can change the course of a summer for a child and their family. In order to meet the financial aid requests for Bushy Hill Day Camp during the summer of 2024 we estimate that we will need to raise \$55,000. Funding for the day camp scholarship program comes from a variety of sources: donations from individuals, corporations, foundations, organizations, our alumni, the camper parent fund, and from revenue from our other programs that can be plugged back into the day camp scholarship fund.

A continued challenge (and opportunity) is working to secure funds that will allow us to award financial aid to all who need it. We have staff and volunteers who will work to solicit these funds from a variety of sources including the annual appeal and fundraising events in addition to larger donations and grants. This year we plan to host two major fundraising events that benefit our camp scholarship program ("A Conversation with David Brooks" and our annual Alumni Reunion with a Silent Auction). We have also increased our grant prospecting/ applications and worked to forge partnerships with more local organizations and schools to identify children who would benefit from time spent at camp.

2. Sustainability and Assessing Impact

Our major strategy moving forward is to increase our development efforts. As stated above, we will hold two major fundraising events this year and we have increased our grant prospecting. Additionally, we are focusing with a renewed effort on building relationships with foundations, individuals, and organizations to meet the increased need for financial assistance that we have seen over the past few summers. In these conversations we talk about the importance of programs like Bushy Hill that offer opportunities for experiential learning, building relationships, and helping our youth gain an appreciation for the natural world. With so much of our lives moving onto screens, places and programs like Bushy Hill that

give youth a break from virtual places/ social media are increasingly necessary.

We believe that we will be successful if we are able to increase the financial aid that we offer and meet more aid requests. We keep annual records of financial aid requests and awards and measure our success with this data—did we meet a greater percentage of requests vs. the previous year? Were we able to raise and distribute a greater total amount of financial aid? What percentage of requests were fulfilled and to what degree? What new partnerships were forged thanks to increased financial aid? For example, we have been able to partner with Middletown Public Schools/ Region 4 to bring students to camp who otherwise would not have been able to afford it thanks to a state funded grant in the past and thanks to the generosity of the CFMC last summer. We hope to continue to be able to fund these same students year after year until they become CITS or age out of our camping program.

We also measure the success of our day camp program overall through parent and camper surveys that are distributed at the end of each session. We collect data regarding the camper's experience (and the parent/ guardian's experience) and this feedback is paramount as we plan our curriculum, program, and staffing needs going into the next summer. These surveys are analyzed for feedback on the most recent summer, but also year over year so that we can assess the progress of our programs and impact on our campers.

III. Grant Program / Project Information

Organization Area of Impact (choose ONE)

Education (Community Wide/Schools)

Grant Type (choose ONE)

General Organization Support/Improvement

Target Demographics (Select all that apply):

- Youth (ages 13-17)
- Children (ages 6-12)

Geographic Area(s) Served By This Application:

- Chester
- Clinton
- Cromwell
- Deep River
- Durham
- East Haddam
- East Hampton
- Essex
- Haddam
- Killingworth
- Middlefield
- Middletown
- Old Saybrook
- Portland
- Westbrook

Total Number of People in Middlesex County Personally Impacted

15000

IV. Organization Information

Board of Directors / Trustees Information

Percent (%) of Directors/Trustees who contribute annually to Operations

75% or more

Total Number of Directors/Trustees:

19

Average number attending in person:

18

Total Number of Board meetings held last year:

4

Year of Return:

2022-2023

Date most recent IRS Form 990 was filed:

09/2023

Organization's Total Operating Budget

4808419

Organization's Fiscal Year

Oct. 1- Sept. 30

Division Operating Budget Information

National Organization Chapter Information

Did you RECEIVE a competitive process grant in the:

- 2021-2022 process
- 2022-2023 process (fall 2022 or spring 2023)

Brief Background Statement of the Organization:

Located in Ivoryton and Deep River on over 740 acres, Incarnation offers people of all ages the chance to learn and grow. Our property is open to the public from September through June and includes 13 miles of hiking trails, a primitive tipi and wigwam site, a mile-long lake, a working farm, an expansive ropes course, a retreat center and a Nature Center. Our programs encourage children and adults to develop a deeper understanding of themselves, while also building strong connections with one another and the natural world. Programs of Incarnation Center include: Incarnation Camp, Conference, Bushy Hill Nature Center, PS Day Camp, Nature's Playground, and Steward Outdoor School. Our programs serve residents of Middlesex County and beyond.

V. Additional Information To Be Included with the Application

Please Note: Additional information requested below MUST be uploaded in PDF files. Other document formats will not be accepted by the application form. Attempts to upload other file formats could result in a loss of all application data entered.

A. Current Organization Operations Budget (Required)

- Budget-23-24-Sheet1-3.pdf

B. Board of Directors and Officers List (Required)

- INCARNATION-CENTER-BOARD-OF-DIRECTORS-2022-2023.pdf

C. IRS Tax Exempt Determination Letter

- taxletter.pdf

D. For Program/Project Requests only - CFMC Budget Summary Form:

- CFMC-Summary-BudgetFinal.pdf

E. Organizations serving a region greater than Middlesex County - county-based budget summary:

F. America Rescue Plan Act (ARPA)

No

ARPA Funding detail

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.

For programs or projects which are collaborations among two or more organizations or where an organization provides in-school or after-school programming for schools, the Community Foundation requires a list of organizations or schools partnering with your organization as well as Letters of Support.

For the purposes of this application, collaborations are defined as partnerships where two or more agencies are committed through staffing, funding, and resource allocation to the goals and objectives of the program described. Because the nature of the collaboration requires two or more entities to work together, for the purposes of funding, only one organization may complete the application, and in doing so, accepts responsibility for all evaluative and fiduciary reporting.

For all collaborations, the Community Foundation requires letters of support from the non-applicant organization(s) and/or from the school(s) and school district(s) at which the applicant organization is the program.

Is this application in collaboration with a School(s) or School District(s)?

No

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

No

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

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

List of Collaborators

n/a

Letters of Support (if a collaboration with schools or other nonprofits))

VI. Organization Contact Information

Are you a new nonprofit applicant to the Community Foundation?

No

Title

Executive Director

Executive Officer's Name

Nancy Nygard Pilon

Executive Officer Email

npilon@incarnationcenter.org

Phone

(860) 767-0848

Title

Grants Manager

Contact Person

Dana Stivers

Application Contact Email

dstivers@incarnationcenter.org

Phone

(207) 233-7915

Mailing Address

PO Box 577
Ivoryton, Connecticut 06442
United States

Street Address

253 Bushy Hill Road
Deep River, Connecticut 06417
United States

Website

bushyhill.org

Social Media Channels

[@BushyHillNatureCenter](#) (facebook/ instagram), [@IncarnationCenter](#) (facebook)

VII. Non-Funding Needs

We are so grateful for the CFMC's support, especially over the past few years. We would welcome connections with organizations that have youth who might benefit from time at camp, or groups that might want to take advantage of our non-summer programs, like team-building training or our wetlands/ indigenous studies/ natural world workshops and trainings. Thank you!

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.

Signature Certification

I certify that my printed name as stated and assigned below constitutes my signature and may be accepted as such.

Title

Grants Manager

Printed Name

Dana Stivers

Date

03/07/2024