



## 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**

First Congregation Church in Essex

**Division or Department Name (if applicable)**

Outreach and Justice Committee

**Other Tax Exempt Entity?**

N/A

**Are you a 501(c)3 Organization**

Yes

**EIN #**

E2357

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 \$**

\$4672

**Dollar Amount Requested \$**

\$5000

**Summary Statement**

Provide Thanksgiving and mid-winter dinners to Back Pack and other food insecure families of Deep River, Essex and Chester - approximately 45 dinners per event. Also, provide desert socials plus holiday recognition swag bags to the seniors of Essex Court and Essex Place.

## **II. Funding Request Information**

### **1. Proposal / Purpose**

In 2015 the Justice and Witness Committee of the First Congregational Church in Essex (which later merged with the Outreach Committee and was renamed the Outreach and Justice Committee) was looking for a community mission and realized that though we are an affluent community there are many families who struggle with food insecurity. We decided to offer a Thanksgiving meal to this group and subsequently to others. It proved to be a success so we expanded to donating a mid winter meal the following year and in 2020 we included a spring meal for Essex seniors. The meals have been distributed to the Tri-Town (Essex, Deep River, Chester) and to Essex Court/Place Seniors. The family names have been supplied by our local Elementary, Junior High and High Schools and include the Back Pack students. Adams Food Market in Deep River has also cooperated by providing us food at cost and/or giving an across the board discount.

The meals consist of deliverable, non-perishable foods plus a gift certificate to cover the cost of the perishables. The Thanksgiving meal consists of squash, stuffing, gravy, cranberry sauce, boxed mashed potatoes, canned vegetable plus a \$40 gift card. The Mid-winter meal has usually been light, the makings for an Italian meal such as pasta, pasta sauce, cheese plus a \$20 gift card

The 2022 Spring Gift was given to the residents of Essex Court/Place (55all seniors). Boxes of chocolates and cookies were distributed. The summer meal consisted of summer salads. In 2023 we hosted a strawberry shortcake social including a sing-along. In 2024 residents received a Christmas/Valentine swag bag of a small gift and candies.

When we started in 2015, we supplied approximately 24 families to the area. By 2022 we were supplying approximately 40 families, more during Covid19, which increased to 50+. Due to this increase our dedicated fund was nearly depleted. Today we serve approximately 45-50 families which amounts to 180-200 meals. Funds for these meals have been raised by private donations from FCC members, the community and fund raisers.

The average cost, including the gift card, of the Thanksgiving meals in 2015 was approximately \$45 per family but by 2023 had increased to \$60+. The Mid-Winter meals were approximately \$25 per family with an increase to \$40+.

Due to inflation and the higher prices of food we expect the cost of our meals to increase by at least 10% in 2024.

### **2. Sustainability and Assessing Impact**

To date we have been able to cover the cost of our meals with monetary appeals from FCC members and community wide fund raisers. We are now seeking grants from various organizations to increase our support of this community need.

We will continue to appeal to our membership for funds to further provide meals to food insecure Tri-Town families. We also plan to have fund raisers such as concerts and meals which will be open to the Tri-Town community.

The project has been, and will continue to be, a mission of the Outreach and Justice Committee. Continued feedback from the schools and Essex Court/Place remains positive.

As the need for feeding area families increases rather than decreases, the Outreach and Justice Committee will endeavor to continue with this project. Our Committee will initiate the triennial appeal (Thanksgiving, mid-winter and spring). We rely on donations rather than a budget line item. Up to now we have been able to raise the funds per event as needed. We estimate the 2024-2025 cost of this mission to be \$4000 to \$5000.

The awarding of this Grant would assist us in keeping this project moving forward as long as the need is there. It would also allow us to reach out to Essex Social Services for names of families who would benefit from our services.

### III. Grant Program / Project Information

#### Organization Area of Impact (choose ONE)

Public / Social Benefit (Civic Improvement/ Social Service)

#### Grant Type (choose ONE)

Program Development/Implementation

#### Target Demographics (Select all that apply):

- Families
- Retirees

#### Geographic Area(s) Served By This Application:

- Chester
- Deep River
- Essex

#### Total Number of People in Middlesex County Personally Impacted

255-300

### IV. Organization Information

Board of Directors / Trustees Information

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

100%

#### Total Number of Directors/Trustees:

8

#### Average number attending in person:

7

#### Total Number of Board meetings held last year:

12

#### Year of Return:

#### Date most recent IRS Form 990 was filed:

N/A

**Organization's Total Operating Budget**

5000

**Organization's Fiscal Year**

Jan 1 - Dec 31

**Division Operating Budget Information****National Organization Chapter Information**

**Did you RECEIVE a competitive process grant in the:**

**Brief Background Statement of the Organization:**

The concern of this committee is for all people at the local, state, national, and international levels by facilitating and coordinating the mission work of the church. It shall be the duty of this committee to be a connection of information and service between the church, the community and the world's need and to appoint days of special offerings supporting worthy causes.

## 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)**

**B. Board of Directors and Officers List (Required)**

**C. IRS Tax Exempt Determination Letter**

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

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

**F. America Rescue Plan Act (ARPA)**

No

**ARPA Funding detail**

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**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**

Essex Elementary School  
Deep River Elementary School  
John Winthrop Junior High School  
Valley Regional High School  
Adams Market, Deep River

**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?

Yes

**Title**

Pastor

**Executive Officer's Name**

Rev David Stambaugh

**Executive Officer Email**

[revdaveucc@gmail.com](mailto:revdaveucc@gmail.com)

**Phone**

(860) 510-1528

**Title**

Outreach and Justice Member

**Contact Person**

Mary-Lawrence Bickford

**Application Contact Email**

[mlpbick@gmail.com](mailto:mlpbick@gmail.com)

**Phone**

(860) 510-1528

**Mailing Address**

6 Methodist Hill  
ESSEX, Connecticut 06426  
United States

**Street Address**

Connecticut  
United States

**Website**

[officeucc@gmail.com](mailto:officeucc@gmail.com)

**Social Media Channels**

## VII. Non-Funding Needs

## **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/](http://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**

Member, Outreach and Justice Committee

**Printed Name**

Mary-Lawrence Bickford

**Date**

03/01/2024