

2016 Community Grants

Program Guidelines and Instructions

Application Due Date
September 1, 2015
5:00 p.m.



Community Foundation
of Howard County

www.cfhoco.org

10630 Little Patuxent Parkway,
Century Plaza Building 1000, Suite 315
Columbia MD, 21044

TEL 410.730.7840
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A colorful illustration of a town scene with various buildings, trees, and a clock tower. A sign in the foreground reads "HOWARD COUNTY".

HOWARD COUNTY

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The Mission of the Community Foundation of Howard County is to inspire lifelong giving and to connect people, places and organizations to worthy causes across Howard County.

2016 Community Grants

The Community Foundation of Howard County (“Foundation”) seeks to enhance the potential of Howard County residents to live fulfilled and enriched lives. To that end we fund nonprofit organizations which ensure access to local human services programs, arts, cultural and environmental activities, and educational opportunities. By distributing grants that allow the nonprofits to achieve their charitable objectives and supporting programs that touch and transform the lives of Howard County residents, we are encouraging residents to actively participate in the economic and social fabric of our community.

The Community Grants Program provides funding for operational and project needs within the 2016 calendar year. Operational grants provide support for the day-to-day costs of running a non-profit organization. Operational grants provide unrestricted income to help an organization carry out its goals without imposing the requirement to develop activities directly attributable to the grant. A Project grant is given to support a specific set of activities, with a beginning and an end, explicit objectives and a pre-determined cost. Project grant funds are restricted and must be used for the specified project.

Based on the availability of funds, the Foundation may provide:

- **OPERATIONAL GRANTS** of up to 25% of the three-year average of an organization’s operating budget or \$15,000, whichever is less.
- **PROJECT GRANTS** of up to 25% of the total project budget or \$15,000, whichever is less.

Applicant Qualifications

The Foundation considers grant applications from organizations:

- Determined as charitable under Section 501(c)(3) of the Internal Revenue Code or other entities that meet IRS charitable guidelines;
- Delivering services to Howard County residents in the areas of human services, arts & culture, education, environment or community affairs;
- Providing programs and services to the intended beneficiaries without discrimination on the basis of race, color, gender, national origin, religion, disability, medical condition, marital status, sexual orientation, gender identity, veteran or military status, pregnancy, ancestry, age or any other characteristic protected by federal, state, county or local laws, regulations or ordinances;
- With operating¹ or project budgets of \$100,000 or more; and
- If previously funded through one or more of the Foundation's grant programs, must be up-to-date on all post award reporting requirements.

NOTE 1: *National and state-wide organizations must have a Howard County operating budget of \$100,000 or more.*

Common Questions

Can organizations who are waiting for 501(c)(3) tax status apply?

Organizations may apply for funding using another nonprofit's 501(c)(3) status, provided that the sponsoring nonprofit also meets the eligibility criteria. The sponsoring nonprofit must: (a) provide their 501(c)(3) determination letter, (b) most recent annual return or audit, (c) and must sign the application and certify to its accuracy.

Are new organizations eligible for operating grants?

Yes, the Foundation will consider funding projects from newly established organizations

Can programs that provide service to specific populations be considered?

Yes, organizations that offer gender-based programs or have programs and services designed to benefit a specific population (e.g., children with developmental disabilities or senior citizens) will not be considered discriminatory for this reason alone.

Can programs that provide faith-based services be considered?

Yes, as long as the organization does not discriminate against a participant on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. Any specifically religious activity or service made available to participants by the organization must be voluntary, as well as separate in time and location from Foundation funded activities and services.

Submitting an Application

Acceptance Period

To be considered, a complete electronic application must be received by 5:00 p.m. on September 1, 2015.

Only electronic applications will be accepted. The Financial Information form is to be submitted as an Excel file. The Grant Application and all attachments are to be submitted as a PDF.

Grant Application

The Grant Application, Financial Information form, and the *2016 Community Grant Program: Guidelines and Instructions* are available for download at www.CFHoCo.org. Once on the website, from the menu bar on the left, select “RECEIVE_GRANTS_COMMUNITY GRANTS.” The Foundation encourages you to thoroughly read and understand the *2016 Community Grant Program: Guidelines and Instructions* and to contact us with any questions or concerns.

Applications that do not adhere to the Community Grants Program Guidelines will be deemed INCOMPLETE and will not be considered for funding.

Application Categories

The Foundation will accept applications in two categories: Operational and Project.

- Operational grants typically provide support for the day-to-day costs of running a non-profit organization (i.e.: rent, utilities, supplies, salaries). Operational grants provide unrestricted income to help an organization carry out its goals without imposing the requirement to develop activities directly attributable to the grant.
- Project grants are given to support a specific set of activities, with a beginning and an end, explicit objectives and a pre-determined cost. A Project grant could include innovative, community-based initiatives and partnerships that help enhance an organization’s mission. Project grants are restricted to specific project/program support.

The Foundation does not award grants for:

- Capital campaigns
- Debt retirement
- Endowments
- Expenses already incurred
- For-profit entities
- Individuals
- Medical research
- Political organizations or campaigns
- Private foundations
- Programming that promotes religious instructions or doctrine
- Seed money or start-up funding
- Supporting organizations

Common Questions

Can organizations submit more than one application per year?

Yes. However, an organization may only receive funding once per calendar year. Once funding has been received, organizations will be considered ineligible for the remainder of the calendar year for any other discretionary grant program offered by the Foundation.

Can organizations apply for continued funding?

Yes. The Foundation will consider applications for projects that span multiple years. **However, this program does not provide multi-year funding. Nonprofits must submit a new application and be evaluated each year.** The Foundation is rarely the sole funder of on-going ventures. The Grant Review Committee carefully reviews proposals for other sources of funding and evidence of long-term financial strength.

Can we change the application?

No. The application creates a consistent format for the grant committee to review and if altered will be considered incomplete.

I'm having trouble using the form fields in the Grant Application. What do I do?

Contact the Foundation's Program Officer for assistance. The Grant Application was created in Microsoft Word as a protected form. This format creates a clear visual of the fields that require answers and allows users to tab through the form to complete it.

I'm having trouble finding the forms in the Financial Information file. What do I do?

An Excel file is made up of worksheets. Each form is on a separate worksheet and identified by a tab at the bottom of the screen. Select the worksheet by clicking on the tab with the name of the form you need to complete.

On the Financial Information file I can't modify certain cells. What do I do?

Contact the Foundation's Program Officer for assistance. The Financial Information file was created in Microsoft Excel as a protected form. This format requires the applicant to tab through the form in order to enter the requested information. The file is protected to ensure that the formulas used to calculate the "totals" and "subtotals" are not modified and to create a consistent format for the Grant Review Committee to review.

How Are Applications Evaluated?

Process

The Foundation staff pre-screens and reviews all proposals received. Only completed applications are forwarded to the Grant Review Committee. The Grant Review Committee is made up of Trustees of the Community Foundation of Howard County and volunteers representing business, government and nonprofit sectors of our community.

On occasion, the Foundation staff may request additional information for more extensive evaluation by the Grant Review Committee. Foundation staff and a Grant Review Committee

member may conduct site visits or telephone interviews for proposals selected for more extensive evaluation. Site visits may also take place outside of the grant cycle timeline. After extensive review and deliberation, the Grant Review Committee will make funding recommendations to the Foundation's Board of Trustees.

The Foundation's Board of Trustees makes the final decisions on grant awards. Written notification of grant decisions are sent to applicants by January 31, 2016. Grant funds will be dispersed in one payment, within 30 days of the receipt of the signed Terms and Conditions.

Foundation staff is available to address questions about the process or status of your application. Grant Review Committee members do not address application process or status questions.

Criteria

The Foundation looks for proposals which:

- Address a significant need affecting a broad segment of the region's population or special populations considered at risk.
- Include innovative strategies that offer creative solutions without duplicating other efforts.
- Outline clear organizational goals with measureable outcomes.
- Support and encourage collaboration. The Foundation defines collaboration as "*A partnership agreement between two or more organizations to strengthen their abilities, effectiveness and activities to improve or expand their capacity to reach a common goal/objective.*"
- Have established sound management and administration, including a clearly defined and effective governance structure and financial systems.
- Document capacity to mobilize resources including financial support, in-kind support and volunteers to sustain programs.
- Provide evidence of careful planning to address community needs and access community resources.

Grant Award

Notification of Decision

Written notification of grant decisions are sent to applicants late January/early February 2016.

Acceptance of Award

Successful applicants are required to sign a grant contract and agree to comply with its terms and conditions prior to the release of funds. Grant funds will be dispersed in one payment, within 30 days of the Foundations receipt of the signed Terms and Conditions.

Reporting Requirements

Grant recipients are required to submit a final report by April 30, 2017. The final report form is sent with the grant award information and will be made available on www.CFHoCo.org. Other materials may be submitted along with the final report, such as pictures, articles, etc. **Failure to submit a final report will make an organization ineligible to submit future grant requests.**

Foundation Recognition

The Foundation must be listed as a funder of the nonprofit's grant funded programs and/or activities. Recognition may consist of the Foundation's name and/or logo being included on news releases, newsletters, websites, etc.

Questions? Contact Us

The Foundation staff is available to assist you throughout this process and welcomes your questions and comments. Please contact us by phone, 410-730-7840 or via email, grants@CFHoCo.org.

We invite applicants to participate in a Community Grants Program Information Session, where we will highlight changes to the program. To get the most out of the session we encourage you to review the materials in advance, so we can spend the majority of the time answering your specific questions.

July 30, 2015
Thursday
2:00 to 4:00 p.m.

August 11, 2015
Tuesday
2:00 to 4:00 p.m.

Wellness Center - Medical Pavilion at Howard County
10710 Charter Dr., Suite 100, Columbia, MD 21044

Please RSVP to grants@CFHoCo.org

Appendix A – Application Checklist

KEY DATES

Activity	Date
<input type="checkbox"/> Begin Accepting Applications	July 20, 2015
<input type="checkbox"/> Information Session One	July 30, 2015 from 2:00 to 4:00 p.m.
<input type="checkbox"/> Information Session Two	August 11, 2015 from 2:00 to 4:00 p.m.
<input type="checkbox"/> Applications Due	September 1, 2014 by 5:00 pm
<input type="checkbox"/> Applications Reviewed	September through December
<input type="checkbox"/> Site Visits (as needed)	October/November
<input type="checkbox"/> Grantee Notification	Late January/Early February
<input type="checkbox"/> Grant Payment Distributed	30 days after receipt of the signed Terms & Conditions
<input type="checkbox"/> Final Reports Due	April 30, 2017

RESOURCES

- Attend a Community Grants Program Guidelines and Application Information Session.
- Carefully review and adhere to the Community Grants Program Guidelines for eligibility requirements and program details.
- Download the Grant Application and Financial Information forms from www.CFHoCo.org > RECEIVE > Grants > Community Grants Program.
- If you do not have the ability to convert files to PDF format, the CutePDF Writer program can be downloaded for free at www.cutepdf.com.
- Monitor the Community Grants webpage of www.CFHoCo.org for responses to questions about the guidelines and program guidelines.
- Visit the Greater Washington Society of CPAs website for information on nonprofit accounting basics at www.nonprofitaccountingbasics.org. Relevant to the completion of your application is the information provided on “Internal Controls.”
- Visit the Greater Maryland Better Business Bureau website on Standards for Charity Accountability at <http://greatermd.bbb.org/standards-for-charity-accountability/>. Relevant to the completion of your application is the guidance provided under “Finances.”

APPLICATION PREPARATION

- Your application is a conversation with the Grant Review Committee (“Committee”). Be sure to provide enough detail on your organization, services and projects to adequately inform the Committee.
- Refrain from including materials not requested by the Grant Application, as they cannot be considered during the review process.

- Ensure your application has the proper signatures/printed names. Unsigned applications will be considered incomplete and will not be evaluated.

APPLICATION SUBMISSION

- A PDF of the fully completed and signed Community Grants Program application.
- A PDF copy of the organizations 501(c)(3) certification letter.
- An Excel file of the Financial Information, with the “Organization Budget” and, as applicable, the “Project Budget” worksheets completed. **PDF of this document will not be accepted.**
- A PDF of either the most recent **signed** Form 990 **OR** the most recent audited financial report.
- Submit the application materials via e-mail to grants@CFHoCo.org by 5:00 p.m. on September 1, 2015.
- You will receive an email indicating receipt of your application by September 15, 2015. Please follow-up with the Foundation staff if an email is not received by this date.

APPLICATION EVALUATION

- Site visits may be conducted and generally occur in October and November. Applicants will be notified by the Foundation staff for a mutually convenient day/time.
- Respond to Foundation staff inquiries within three business days, to ensure the timely processing of your application.

Appendix B – Application Instructions

Applicants are required to use the electronic Grant Application and Financial Information forms that are posted on www.CFHoCo.org > Receive > Grants > Community Grants.

INTRODUCTION

To prepare a strong application, it is essential to thoroughly read and understand the 2016 *Community Grants Program Guidelines and Instructions*. In the previous sections, we outlined the “purpose and rules” of the program and process. In this section, we strive to provide applicants with additional clarity and guidance on each component of the application. In doing so, we may slightly rephrase the question or provide additional items to consider as you prepare a response. If this causes confusion or raises questions, please contact us.

GRANT APPLICATION

The Grant Application consists of nine sections. All applicants will specify the “Type of Request” that is being submitted and the amount of funding requested. Applications for Operational funding will complete Sections 1 – 5, 8 and 9. Applications for Project funding will complete Sections 1 through 9.

Section 1 : General Information (FORM: Grant Application)

- Enter all the requested information. The Foundation will use this information to track the application, request additional information and provide updates.
- Leadership Howard County (LHC) is seeking nonprofit organizations interested in participating in a Community Impact Project (CIP). This is an opportunity for your organization to benefit from the talent, skills, and professional capabilities of the LHC class members to help fulfill your organization’s specific mission, address a problem, or achieve a specific goal. For more information visit www.leadershiphc.com.

A response to the LHC inquiry is OPTIONAL and will not be considered during the evaluation of your application.

Section 2 : Organization Description/Overview (FORM: Grant Application)

- Enter all the requested information. Provide the information from the perspective of the overall work and services in which the organization engages. If you are submitting a Project application, you will provide information specific to the project in Section 6.
- **Question 2.1** – This information will enable the Foundation to perform the required due diligence on the organization seeking funding. In Section 8, you will be asked to include a PDF of the IRS Letter of Determination.

- **Question 2.2 and 2.3** – The information provided on the organization’s primary purpose and target population served will be used to ensure the application meets the program requirements. You will be asked to provide more details in Section 4.
- **Question 2.4** – The information provided on staff and volunteers will be used to evaluate the organization’s infrastructure and capacity to implement both the overall work and the Project (if applicable). You will be asked to provide more organizational details in Section 4 and more Project details (if applicable) in Section 6.
- **Question 2.5** – The information provided on the organization’s clients will be used to evaluate if the organization understands the number of Howard County residences in need of the services provide and how many of those residents are being reached. You will be asked to provide more details in Section 4.

Section 3 : Board Governance (FORM: Grant Application)

- **Question 3.1** – The information provided on the Board will be used to evaluate the organization’s governance structure and connections to Howard County.
- **Question 3.2** – Please provide a complete list of your Board of Directors/Trustees, including the following for each person:
 - Board Position
 - Name
 - Company: Position, Name, City
 - Howard County Resident: yes or no

Section 4 : Organization Narrative (FORM: Grant Application)

- This is an opportunity to introduce the reader to the overall work and services that the organization provides. Answer each question succinctly and clearly, using 11 point font and limit your responses to no more than five pages total.
- **Question 4.1** – Provide a description of the organization’s mission and vision. For example, “We believe no child should go to school hungry.”
- **Question 4.2** - Describe how the programs offered support that mission. For example, “our Family Food program provides food to eligible families to supplement their child(ren)’s school meals.” Articulate how the needs of the target population are addressed through these programs.
- **Question 4.3** – Describe the organization’s goals for the year and how the organization holds itself accountable for the results. Describe the measures used to determine the success of the organization in meeting its goals. For example, your organization has a goal of increasing its outreach to a certain geographic area. How is that area defined? How will you quantify the success of your outreach? Mailings? Attendance at an event? Number of clients from that area participating in a program? Be specific.

- **Question 4.4** – Identify the network of organizations that provide services to your target population. Articulate how your organization’s services fit within the broader group of service. Describe if the services provided differ from or complement other organizations/programs.
- **Question 4.5** – Introduce the reader to the size and capacity of the organization. Provide a brief description of the infrastructure in place to support the work of the organization. Are the skills and knowledge needed for the organizations/programs success provided through the expertise and experience of paid staff, consultants, and/or volunteers? Does the organization have an office, share office space with another organization or utilize a home office? What equipment does the organization have to support the organization’s day-to-day activities (i.e.: phones, computers, copiers, etc.) and program activities (i.e.: unique equipment, buses, etc.).
- **Question 4.6** – The Foundation supports and encourages nonprofits to enter into collaborations and/or partnerships that further the mission of the organization and ensures the continuation of services in Howard County. Collaboration is defined as, “A partnership or agreement between two or more organizations to strengthen their abilities, effectiveness and activities to improve or expand their capacity to reach a common goal/objective.”

Describe the formal, those relationships governed by written documentation, such as a Memo of Understanding, and the informal, those relationships that are more cooperative in nature, such as referral of clients, or other arrangements made by the organization.

- **Question 4.7** – The Foundation seeks assurance that the organization exercises proper fiduciary responsibilities by establishing financial controls that safeguard against the intentional and unintentional misuse of funds. The following resources will provide guidance on the type of financial controls that should be in place.
 - Greater Washington Society of CPAs provides information on nonprofit accounting basics online at www.nonprofitaccountingbasics.org. Relevant to the completion of your application is the information provided on “Internal Controls.”
 - Greater Maryland Better Business Bureau outlines Standards for Charity Accountability online at <http://greatermd.bbb.org/standards-for-charity-accountability/>. Relevant to the completion of your application is the guidance provided under “Finances.”
- **Question 4.8** – The Foundation is concerned with the long-term viability of an organization and its ability to provide services in the event of a leadership change. List your key leadership person(s) (i.e.: executive director, artistic director, etc.) and state if a succession plan has been developed. Indicate if the Board has approved the succession plan. Briefly summarize your plan.

Section 5 : Organization Budget (FORMS: Grant Application and Financial Information)

You will provide organization financial information on two forms—the Grant Application and the “Organization Budget” worksheet. To obtain the “Organization Budget” worksheet, you’ll need to download the “Financial Information” Excel file at www.CFHoCo.org > Receive > Grants > Community Grants. Once downloaded, you’ll select the Organization Budget tab.

- Enter all the requested information on both the Grant Application and the “Organization Budget” worksheet. The Foundation seeks information on the overall financial picture of the organization and requests your immediate past fiscal year actual, current year, and projected organization budgets. Budget information is to be provided by category; line item detail is not necessary. Budgets are to be based on your organization’s fiscal year and should match your accounting cycle. All 3 years must be provided in order for the application to be eligible for funding. [If applying for a Project grant, you will provide information specific to your Project grant request in Section 6 & 7 and on the Project Budget worksheet.]

Organization Budget Worksheet (Excel File)

- **5.0 (Header)** – Insert the name of your organization in the header.
- **Question 5.1** – State your organization’s fiscal year, such as January 1 through December 31 or July 1 through June 30.
- **Question 5.2** – For organizations that are state-wide, please provide a Howard County budget only and indicate “Howard County” on the form. All other organizations will state “N/A.”
- **Question 5.3** – Operational grant requests may not exceed 25% of the three-year average of your total operating budget. This number will calculate automatically and indicates the maximum grant amount the Foundation may award. *(NOTE: If you are applying for a project grant, this number is not applicable.)*
- **Question 5.4 (Income)** – List the line items you track in your budget and round up to the nearest whole dollar.

Do not include in-kind contributions in your budget. This information will be provided in Section 5.15 of the Grant Application.

- **Question 5.5 (Fiscal Year)** – State the fiscal year for which you are providing the information. Organizations have varying budget cycles, we have provided a chart to assist you in determining the budget information you should be providing.

<u>Fiscal Year Begins</u>	<u>Past</u>	<u>Current</u>	<u>Projected</u>
January	2014	2015	2016
February through May	2014-2015	2015-2016	2016-2017
June through December	2013-2014	2014-2015	2015-2016

- **Question 5.6 (Carry Forward)** – State the deficit or surplus funds that existed at the end of the prior fiscal year. Note that the “Current Budget” and “Projected Budget” carry forward fields will automatically populate from Question 5.10. However, you will need to manually input the “Past Actual” information, if there is a carry forward.
- **Question 5.7 (Total Income)** – The totals will be automatically calculated.
- **Question 5.8 (Expenses)** – List the line items you track in your budget and round up to the nearest whole dollar.

Do not include in-kind contributions in your budget. This information will be provided in Section 5.15 of the Grant Application.

Do not include depreciation as an expense.

- **Question 5.9 (Fiscal Year)** – The dates will automatically populate based on the information provided in question 5.5.
- **Question 5.10 and 5.11**– The totals will be automatically calculated.
- **Question 5.12 and 5.13** – It is understood that revenue and expenses will have minor changes from year to year. For categories with significant variance from one year to the next it’s not always obvious what the causes of these fluctuations are. For these situations please provide an explanation. For example, you might note that special funding is obtained or a project requires unique expenditures.

Grant Application

- **Question 5.14** – Please explain any deficits or surpluses at the end of the year. What are the factors that led to the deficit or surplus and how will it be accounted for going forward? For example, does the deficit or surplus carry forward to the following year? If it is a surplus, is it moved to an endowment account or used to retire debt? If it is a deficit, what is the strategy to pay down or retire the deficit in the following years?
- **Question 5.15** If you receive non-cash contributions that contribute to your operations, you may identify them in this section. For example, if you have donated office space, you should identify it here. If you track the value of the volunteer hours donated to your organization, you may include it here, as well.
- **Question 5.16** – The Foundation seeks to understand the organization’s income diversity. From your current year budget please identify any individual funder that represents 25 percent or more of the current year’s income.

Section 6 : Project - Grant Narrative (FORM: Grant Application)

- This is an opportunity to introduce the reader to the project for which you are requesting funding. Answer each question succinctly and clearly, using 11 point font and limit your responses to no more than 3 pages total.
- **Question 6.1** – Describe the project. Be sure to articulate (a) the need or opportunity to be addressed and how the project will meet this need; (b) how the need was identified; and (c) how the project supports the organization’s mission and goals.
- **Question 6.2** – Describe the targeted group and total number of individuals that will benefit from this project. If the target population is larger than just Howard County, then estimate the number of Howard County residents that will receive benefits.
- **Questions 6.3** -- Describe the goals of the project. Describe any measures that will be used to determine the success of the program.

Section 7 : Project Budget (FORMS: Grant Application and Financial Information)

You will be providing project financial information on two forms—the Grant Application and the “Project Budget” worksheet. Using the “Financial Information” form you have already downloaded, complete the “Project Budget” worksheet.

- Enter all the requested information on both the Grant Application and the “Project - Grant Budget” worksheet.

Project - Grant Budget Worksheet (Excel File)

- **7.0 (Header)** – Insert the name of your organization in the header.
- **Question 7.1** - Project grant requests may not exceed 25% of the total project budget. This number will calculate automatically and indicates the maximum grant amount the Foundation may award.
- **Question 7.2 (Income)** – Provide a budget for your project with sources of income and line item expenses. Amounts provided are to be rounded up to the nearest whole dollar. Do not include in-kind contributions in your budget. This information will be provided in Section 7.9 of the Grant Application. (NOTE: The project budget information should be included in your organization budget.)
- **Question 7.3 (Project Dates)** – State the timeframe in which the project expenses will be incurred in MM/YY – MM/YY format.
- **Question 7.4 (Total Income)** – The totals will be automatically calculated.
- **Question 7.5 (Expenses)** – Amounts provided are to be rounded up to the nearest whole dollar. You can add and subtract rows and adjust the line items as needed. Do not include in-kind contributions in your budget. This information will be provided in Section 7.9 of the Grant Application.

- **Question 7.6 (Project Dates)** – The dates will automatically populate based on the information provided in question 7.3.
- **Question 7.7 and 7.8** – The totals will be automatically calculated.

Grant Application

- **Section 7.9** – If you receive non-cash contributions that contribute to your project, you may identify them in this section. For example, if you have donated project space, you should identify it here. If you track the value of the volunteer hours donated to your organization, you may include it here, as well.

Section 8 : Attachments (FORM: Grant Application)

The funding request will be comprised of the Grant Application, Financial Information and the attachments outlined in Section 8 of the Grant Application. The application will be considered incomplete if any of these components are missing and will not be evaluated.

Section 9 : Certification and Signature (FORM: Grant Application)

The Grant Application must be signed by the Chief Executive Officer or the Board Chair. If you are applying using another nonprofit's 501(c)(3) status, the application must also be signed by their Chief Executive Officer or their Chair of the Board.