



## 2018-2019 GRANT GUIDELINES AND PROCEDURES

**JANUARY 12, 2018**

The 2018-2019 Grant Funding process is now open.

Community Foundation of North Central Massachusetts (CFNCM) is accepting *Qualification & Request to Apply* forms for grant making from three Field of Interest Funds. Agencies/Entities meeting preliminary qualifications may submit these forms online for consideration to be invited to submit full grant proposals. Invited applicants may apply for grants between \$5,000 and \$30,000.

The 2018-2019 CFNCM Grant Awards will be made from three funds in the following Field of Interest areas\* –

- 1. Animal Welfare and Environment** (Doyle Fund for Animal Welfare and Environmental issues)  
- Funding consideration will be given to proposals requesting support of programs/projects pertaining to animal welfare and the environment.

Proposals for this category should provide clear evidence of how the requested funding will be used and how the program/project will accomplish one or more of the following:

- Raise awareness of a critical issue pertaining to Animal Welfare or the Environment with an identified community
- Make positive change (impact) in addressing an identified critical issue pertaining to Animal Welfare or the environment
- Create meaningful impact in the community through activities that are focused on Animal Welfare or the Environment

- 2. General** (CFNCM General Endowment Fund) – Funding consideration will be given to proposals requesting support for programs/projects that will result in a positive impact for the community and/or defined group of people within the community. These may include community development, arts and culture, and health and human services.

Proposals for this category should provide clear evidence of how the requested funding will be used and how the program/project will accomplish one or more of the following:

- Raise awareness of a critical need or issue by facilitating education of the issue and resulting in specific activity or activities that will result in a positive impact to the community.
- Make positive change (impact) in the community by providing unmet needs and/or addressing needs in a new and/or unique way.
- Increase applicant's capacity to provide services (increase in quantity of individuals served or a higher level of services.) Applicant will be required to demonstrate that funds requested are specific to the grant period and will not require sustainment beyond that period OR provide evidence funds to sustain activity are identified.

- 3. Organizational Development for Nonprofit Funds** (CFNCM Organizational Development for Non-Profit Organizations Fund) – Funding consideration will be given to proposals intended to

be of assistance for the benefit of our region's non-profit organizations. Grants considered will be for purposes that will **improve the sustainability of the organization**. These grants are **not intended to be utilized as a Band-Aid** in organizations that have deep rooted issues that cannot be adequately addressed by a onetime grant. Staff Training, Technical Assistance and Succession Planning are some examples of the types of matters that should be considered. **Grants to support capital fund drives will not be considered.**

Proposals for this category should provide clear evidence of how the requested funding will be used and how the program/project will accomplish one or more of the following:

- Provide organization with specific deliverables that will increase the organization's capacity to fulfill its mission (i.e. strategic planning, board development, marketing strategies)
- Provide funding to address an identified need that is preventing the organization from realizing increased capacity, ability to scale or strategic growth

***The grant making committee will give greater consideration to those proposals that are strategic, innovative and sustainable.***

**\*Up to 2 Qualification and Request to Apply application may be submitted PER AGENCY/ENTITY, however, ONLY if one of the proposals is in the Organizational Development category. ONLY ONE Organizational Development submission per Agency/Entity will be considered. (If multiple applications that do not meet this criteria are submitted you will be required to choose only one for consideration.)**

- All funding awards are made on a year to year basis with no multi-year commitments.
- Funding requests that will generally not be considered include loans, attempts to influence legislation, support where CFNCM may become the predominant long term source of revenue, and Capital Campaigns.
  - Proposals for grants that do not directly benefit the geographic service area of CFNCM will not be considered – a listing of towns appears at the end of this document.
  - Agencies not based within CFNCM service territory may apply provided that proof of service to at least one of the cities/towns in CFNCM service territory can be illustrated. (Proposals to expand existing programs INTO CFNCM service territory will require evidence that existing relationships and/or collaborations currently exist, and ample support to ensure success in the proposed service area can be shown.)

## Procedures

CFNCM' application process has two steps and all submissions are to be done **electronically**, using CFNCM online software portal, e-C Impact – which can be accessed via the following link:

<https://agency.e-cimpact.com/login.aspx?org=23180U>

If your agency does not currently have an account on the e-C Impact portal for CFNCM or United Way of North Central Massachusetts, you will be required to create an agency profile. *Agencies that have applied to CFNCM for grants using this portal but were not invited to submit a full proposal will need to re-establish an agency profile.*

If you believe a profile for your agency is already established but you do not have a log in, do not know if you *have* a log in or have lost your password, please contact Susan Cordio by e-mail at [scordio@cfncm.org](mailto:scordio@cfncm.org) or by phone at 978-345-8383, extension 320 and she will help you accordingly.

Duplicate agency profiles should not be created regardless of whether any prior activity is related to this particular grant request – there can only be one Agency profile for a given Tax/Employer ID number. To verify that your Agency does not already have a profile click [Active Agency Profiles on e-C Impact](#)

The first step is the submission of the **Qualification** and **Request to Apply** application packet. As part of this process:

- a. Proof of IRS 501c3 Tax Exempt Status (or Articles of Incorporation for Townships, Municipalities and Tax-Exempt Educational Institutions) must be uploaded via the software.
- b. A list of Agency/Organization Board of Directors (or equivalent governing body) must be uploaded.

Deadline for the submission of the completed application packet is **February 2, 2018 @ 12:00 p.m.** – via online software. **Late submissions WILL NOT be considered.**

Questions regarding this **process** may be directed to Sue Cordio, Administrative Assistant at [scordio@cfncm.org](mailto:scordio@cfncm.org) or 978-345-8383 x320. Questions regarding the content of your request should be directed to Maribeth Janssens, Grants Manager at [Maribeth@cfncm.org](mailto:Maribeth@cfncm.org) or 978-345-8383 x303.

Submissions will be reviewed by CFNCM staff for eligibility verification and then given to the CFNCM Grant Making Committee for consideration to be invited to submit a full proposal.

*Upon review of the submissions, a limited number of applicants will then be invited to submit a full Grant Proposal – these invitations will go out by e-mail on February 27, 2018. (Letters will be addressed to the Executive Director or entity equivalent staff member.) To ensure proper notification, identify additional contacts within the application.*

Those identified applicants will then begin part two of the process, submission of a full grant proposal **with a due date of Friday, April 6, 2018 @ 12:00 p.m., via online software. Late submissions WILL NOT be considered.** *All submissions must be completed online.*

**Comprehensive application instructions and guidelines will be sent to all applicants invited to submit a full proposal.**

For your information, subsequent to the two-step process, the following applies:

- a. Once full proposals have been received, staff interviews may take place depending on the appropriateness of the Full Proposal or the need for additional information. The Grant Making Committee will then present recommendations to CFNCM Board of Trustees.
- b. Grant notification, along with a Grant Acceptance Form will be sent to grant recipients in early June. All grantees will be notified via e-mail. NO phone calls please. Payment of grant will be made immediately following receipt of electronically signed agreement and requested documentation.
- c. Submission of programmatic and financial progress reports will be required. Details will be provided in award letters.
- d. At least two "Success Stories" (material suitable for marketing promotion of the grant) will be required, the first no later than January 31, 2019 and the second, no later than July 31, 2019. (Additional suitable material throughout the grant cycle is encouraged and welcomed.)
- e. Funds awarded are restricted for use to the proposal submitted and required to be identified as such in the subsequent annual financial statements.
- f. Along with a final programmatic report, a copy of the subsequent financial statement is the final reporting requirement of CFNCM.

***CFNCM Service Territory:***

Community Foundation of North Central Massachusetts, with nearly \$33 million in charitable assets, was created in 2001 to provide a means for donors to permanently endow charitable gifts, to increase and stabilize available funding to meet needs and improve the quality of life in *Ashburnham, Ashby, Athol, Ayer, Barre, Bolton, Clinton, Devens, Erving, Fitchburg, Gardner, Groton, Harvard, Hubbardston, Lancaster, Leominster, Littleton, Lunenburg, New Salem, Orange, Pepperell, Petersham, Phillipston, Princeton, Royalston, Shirley, Sterling, Templeton, Townsend, Warwick, Wendell, Westminster and Winchendon.*