



Guidelines for Safety Net - Community Grants Applications 2010

The Gloucester Community Foundation is a public charity, which was established in 2000 to preserve and enhance the quality of life in Gloucester through philanthropy. The Foundation aims to facilitate and serve the philanthropic interests of its donors and meet the on going needs of non-profit agencies serving the Gloucester Community. The Foundation established the Community Safety Net Fund supported by local citizens, businesses, and the Sanders Foundation. It also manages a wide range of private funds established by individuals, families, corporations, and other foundations.

Eligibility Requirements for Grants from the Community Foundation Safety Net Fund

- **The Foundation will make grants from the Community Safety Net Fund to support new or specific ongoing projects or programs in the areas of human emergency services relating to housing, hunger, healthcare, employment and emergency financial assistance in Gloucester County.**
- Grants will not be made to individuals, endowments, or tax-supported institutions
- The Board of Directors may grant exceptions on a case-by-case basis.
- Grants are made to eligible non-profit organizations that are exempt from federal taxation under 501(C)3 of the Internal Revenue Code.
- Grants will normally range from \$250 to \$15,000
- **Grants will not be made**, however, for physical plant, day-to-day operating needs of the organization, or to churches or organizations or programs involving religious instruction or activity as specified by the IRS.
- **The Foundation will strongly consider requests from organizations with an existing broad base of community support, challenge grants or matching grants that encourage financial support from individuals, businesses and/or other charitable organizations in the project or program.**
- Organizations that were awarded grant funds from the Gloucester Community Foundation 2010 Endowment Fund are not eligible to receive funds from the 2010 Safety Net Fund.

The Gloucester Community Foundation Grants Committee will be responsible for reviewing any grant request received by GCF, solicited or unsolicited, and making a recommendation to the Board for approval, modification or rejection. To ensure timeliness on a grant decision as determined by the Chairman of the Board, the Grants Committee may make its recommendation to the GFC Board Executive Committee in lieu of the Board. When a grant appears to meet the purpose of a fund over which the GCF board has advisory discretion, the Grants Committee will perform the necessary due diligence, including the review of applicable donor-advisor fund agreement and instructions to GCF, to ensure that the donor(s) intent is being met with each grant recommendation.



**GLOUCESTER COMMUNITY FOUNDATION
Safety Net Grant Application Procedures
2010**

Grant proposals must be emailed to GCFGrants@Gmail.com no later than July 30, 2010. Please follow the below layout carefully and completely.

Summary Face Sheet to include the following:

- Name of organization, mailing address, email address, primary contact person with title and phone number and alternate contact person with title and phone.
- Project summary (one or two paragraphs)
- Project starting and completion dates
- Amount requested from Gloucester Community Foundation
- Total project budget
- Independent Auditing/Accounting Firm with contact information

Detailed narrative not to exceed 3 pages to address the following questions:

- What need will the proposed project address?
- How will the project work? For example:
 - a) How many people will be served?
 - b) How will the target audience be reached?
 - c) How will this audience benefit from the project?
 - d) Is the project a collaborative effort with other organizations? If so, with whom?
 - e) Staff needed to support the project? Existing staff or new hire?
 - f) What geographic area will be served?
- What is the duration of the project? If longer than one year, how will project be funded in future years?
- Hours of operation?
- What will the program staff-to-client ratio be?
- Will this grant be used as a challenge or matching grant?

Detailed budget for the project

Previous year's audit or financial review and operating budget of organization for the current year that has been approved by organization's Board of Directors. If not available, explain.
Current list of Board of Directors and amount of financial support pledged/contributed by the organization's Board of Directors.

If your organization is selected to receive a grant, it will be subject to the receipt and approval of the documents detailed below. To ensure timely processing of grants, be sure to keep the following information current:

- Copy of IRS Tax Exempt letter designating the organization as 501 © 3 non-profit
- If filed, copies of your tax return for the most recent fiscal year end. If immediately previous year has not been filed, please explain and provide organization-prepared balance sheet, income statement and statement of cash flows.
- Operating budget for current year and three year forward operating projections

All applicants will be notified by email by October, 30, 2010. Each recipient organization will be required to submit a final report after one year evaluating the program or project funded.

The Gloucester Community Foundation is an affiliate of the Community Foundation Serving Richmond and Central Virginia.

If you have any questions, please contact:

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