

# UNION COUNTY COMMUNITY FOUNDATION

## Grant Guidelines and Application

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**About the Foundation:** The Union County Community Foundation (UCCF) was formed by local service organizations in 1993 to serve communities in Union County. The UCCF assists a broad range of charitable projects; however, gives special priority to Youth Development. The UCCF became an affiliate of the First Community Foundation of Pennsylvania in the Spring of 2005.

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**Grant requests should take into consideration the amount the Union County Community Foundation has available to award in Community Fund Grants. The Community Foundation will have \$4,000 available for grant-making for the 2009 calendar year, with \$1,000 designated to youth activities or programming.**

**General Criteria for Reviewing Requests:** The grant review process is competitive—there are always more funding requests than there is available funding. The Foundation favors proposals that:

- Address priority community needs and/or opportunities in innovative ways that enhance the quality of life within the region.
- Show evidence of qualified leadership to complete project and responsibly administer grant funds.
- Clearly articulate a need/opportunity, demonstrate an effective focusing of human & financial resources, and show potential for successfully impacting the identified need/opportunity.
- Combine clear goals with a plan for evaluating progress & measuring the outcomes to be achieved.
- Demonstrate a stable funding base from other sources and/or the ability to achieve long-term self-sustainability, especially when seeking start-up or seed funding.
- Use volunteers and in-kind support to reduce and complement financial support.
- Demonstrate potential for Foundation funds to leverage funding from other sources and/or propose use of a Foundation grant to attract matching funds.
- Do not duplicate other programs or projects serving the region.
- Stimulate cooperation and collaboration among agencies and/or between the public & private sectors where possible.

**Limitations:** Generally **no grants** will be provided for:

- Endowments (unless created within the Foundation)
- Ongoing operational support (except for seed funding or in special situations as identified by the Foundation's Board of Directors)
- Annual campaigns and event sponsorships
- Debt reduction
- Sectarian religious purposes, clubs, sports teams, fire companies, cemeteries, or services limited to a select membership
- Grants to individuals
- Research grants of a highly technical or specialized nature
- Scholarships, fellowships, honorary awards, or travel grants (except as provided via donor-established scholarship funds managed by high schools and colleges)

### Funding Request Process:

- Applicants must be qualified to receive tax-exempt contributions as defined by the IRS—in the vast majority of cases, applicants will be 501(c)(3) organizations.
- Applicants without 501(c)(3) status may work through another qualified 501(c)(3) organization that is willing to serve as a Fiscal Sponsor for the applicant (please fill in the Fiscal Sponsor section on page 5).
- Applicants must include a copy of their organization's or their fiscal sponsor's 501(c)3 non-profit determination letter from the Internal Revenue Service.
- Applicants must submit **one original and nine (9) copies of the application along with all attachments.**
- If you are a regional organization it is extremely important to quantify how your project will benefit the residents of Union County.

### Deadlines & Response Process:

- Applications must be postmarked by **October 23**
- Final funding decisions will be announced mid-December
- In most cases a staff member will call the contact listed on the application regarding the Board's decision, with a written response to follow.

### Mail applications to:

Union County Community Foundation  
c/o First Community Foundation of PA  
Attn: Program Officer  
330 Pine Street, Suite 401  
Williamsport, PA 17701

For additional information please contact **Betty Gilmour, Program Officer**, at 570-321-1500, toll free at 866-901-2372 or via e-mail at [bettyg@fcfpa.org](mailto:bettyg@fcfpa.org).



**What benefit(s) or outcomes would you like to see from this project?**

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**How does this relate to the mission of your organization?**

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**How are you going to execute the project? What strategies will you use?**

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**How will you measure the benefits or outcomes?**

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**Description of other funding sources for this project/need:**

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**Total raised/pledged to date: \_\_\_\_\_**

**Checklist of attachments (*Please include the Following with Application—if you are unable to provide any of these items, please state the reason why in your cover letter*):**

- \_\_\_\_\_ List all funding previously received from Union County Community Foundation (or one of its affiliated funds) – for each grant, include date of award, brief description of the purpose of the award and amount.
- \_\_\_\_\_ Copy of the your most recent **letter of determination from the IRS**, advising that your organization, or your fiscal sponsor’s (see below), is exempt from taxes under Section 501(c)(3) of the IRS code, and that the organization is not a private foundation as defined in Section 509(2).
- \_\_\_\_\_ List of Board of Directors & Professional Staff to include occupations and addresses (if using Fiscal Sponsor, include lists for both applicant and Fiscal Sponsor’s organization).
- \_\_\_\_\_ Copy of most recent IRS 990 form (**please do not include Schedule B of your 990**), most recent financial statements, and, if available, most recent annual audit (If using Fiscal Sponsor, submit these materials for both Fiscal Sponsor & applicant as appropriate)
- \_\_\_\_\_ Current itemized annual budget and, if requesting funds for a specific project, an itemized project budget.
- \_\_\_\_\_ List of current and anticipated sources of both annual and project support, including the current status of any pending funding requests.
- \_\_\_\_\_ Cover Letter (not to exceed 4 pages) to include: Brief overview of organization’s purpose & history; explanation of current need, problem or opportunity; how project being proposed for funding will address need/problem/opportunity; brief description of activities, timeline(s), staff & volunteers involved, including cooperative efforts with other organizations; why Foundation funding is required.

*Applicant certification: To the best of my knowledge, statements in this application and all attachments are true and correct; the document has been duly authorized by the governing body of the applicant; the applicant agrees to report to the Foundation on the use of any grant funds received and on the progress of the project to be funded; and the applicant will comply with applicable laws, regulations, terms, and conditions in effect at the time of a grant award. I further understand that the Union County Community Foundation, in evaluating this grant application, may review any information submitted as part of this request with advisors of the Foundation’s choosing and will treat information submitted by applicant in a confidential manner.*

Name (*printed or typed*): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Fiscal Sponsor**

***A Fiscal Sponsor is required if applicant is not a 501(c)(3) organization or other agency qualified to receive tax-deductible contributions as recognized by the Internal Revenue Service.***

Fiscal Sponsor: \_\_\_\_\_ Tax ID No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mission of Agency/Organization: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

***My agency/organization is qualified to receive tax-deductible contributions and has agreed to assume responsibility and accountability as Fiscal Sponsor for the above named applicant.***

Name (*printed or typed*): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_