



Unrestricted Grant Application

About Community Fund Grants from your Community Foundation

Lycoming County residents are fortunate to have endowed community funds at the Williamsport Lycoming Community Foundation. Community Fund grants are made possible by the foresight, generosity and compassion of individuals, families and organizations of means and vision that have made gifts to enhance the quality of life for generations to come.

Through the power of endowed funding, meaning that it is the investment earnings that make this funding possible, our donor's legacies live on, providing ongoing support for the valuable work of our nonprofit partners, and making a difference in live each day. Community Fund grants are made possible through gifts from donors who have chosen to give the Community Foundation the flexibility to meet the changing needs of our community through a responsive grant process that meets current needs.

Grant requests should take into consideration the amount the Community Foundation has available to award in Community Fund Grants. The Foundation will have \$570,000 to grant for the 2010 calendar year; \$285,000 available for each the Spring Grant Cycle and the Fall Grant Cycle.

General Criteria for Reviewing Requests:

The grant review process is competitive—there are always more funding requests than there is available funding. The Foundation encourages proposals that:

- Offer creative responses to the community's most pressing needs and concerns
- Are preventative and farsighted rather than remedial
- Maximize the impact of relatively modest grants
- May involve cooperation or collaboration among program providers

Limitations:

Generally no grants will be provided for:

- Endowments
- Annual campaigns, programs, projects and event sponsorships
- Multi-year requests
- Re-granting, on a case by case basis
- Debt reduction
- Sectarian religious purposes
- Clubs, sponsorship of sports teams, fire companies, cemeteries, or services limited to a select membership
- Grants or loans to individuals
- 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 (Fiscal Sponsor form located below).
- For requests of \$6,000 or more, applicants must first apply by utilizing the Letter of Intent process; invited applicants must complete a Foundation Grant Application and include all materials listed on the attached checklist.
- All applicants must submit **1 original and 7 complete copies of the application and all attachments.**

Deadline Process:

- Applications are accepted twice per year
- Proposals of \$6,000 or more must submit a Letter of Intent
- Proposals of under \$6,000 must submit a grant application; no Letter of Intent is necessary.
- Letter of Intent guidelines and the grant application can be found on our website at www.fcfpa.org.

Letters and applications **must be postmarked** by the following dates to be considered. No drop-offs or walk-ins will be accepted:

Letter of Intent Deadlines

March 1
September 1

Application Deadlines

April 1
October 1

Notification

Late June
Late December

Mail applications to:

First Community Foundation Partnership of Pennsylvania
Attn: Program Officer
330 Pine Street
Suite 400
Williamsport, PA 17701

For additional information please contact Betty Gilmour at 570-321-1500 or e-mail at BettyG@fcfpa.org

Williamsport Lycoming Community Foundation Grant Application

General Instructions

Guidelines for Presentation – Submit 1 original and 7 complete collated copies of all requested materials

- Use 8½ x 11 standard paper
- Number all pages
- Do not use type face smaller than 11 points
- Use only binder or paper clips for the application – do not staple, bind, or use notebooks or folders

Application Material and Instructions – All applicants must include the following sections. We appreciate clarity and brevity in your responses.

1. **Data Intake Sheet** (attached)
 - Please complete all sections
 - This may be printed in blue or black ink or typed
 - Feel free to scan and/or reproduce
2. **Project/Program Description** – Using no more than 4 single-sided pages, describe your funding need. The following items must be addressed:
 - A description of the activity or service and how it relates to the organization's mission. For technology support, describe how the technology will improve program delivery for your organization.
 - The process and timeframe for developing the project/program or purchasing the equipment.
 - A list of the key individuals involved with the project/program. May include staff, board members, consultants and service providers. Briefly describe their roles.
 - Identify external support from the community. Include any in-kind support related to the project/program.
 - If applicable, identify target audiences and special populations to be served.
 - A description of how the project/program will be announced to the community.
 - Evidence that the project/program or technology purchase will be evaluated and measurable outcomes will be set.
3. **Project Budget** (attached)
 - Please complete all sections
 - This may be printed in blue or black ink or typed
4. **Support Materials – 1 original and 7 copies**
 - If filed, the latest copy of the organization's IRS 990 form (programs with budgets totaling less than \$25,000 annually are legally exempt from this filing)
 - A copy of your organization's 501(c)(3) non-profit determination letter from the Internal Revenue Service. Applicants without a 501(c)(3) non-profit status may work through another qualified 501(c)(3) organization willing to serve as fiscal sponsor. A copy of their determination letter must accompany your application.
 - Detailed copy of the latest annual operating budget
 - Detailed copy of the latest audited budget, *if available*
 - Detailed copy of the profit / loss statement, *if available*
 - Names of current board of directors and their occupations
 - Resumes of key project/program personnel and contractors
 - Two (2) references – please include name, title, relationship to the organization and contact information
5. **Other support materials – 1 copy**
 - Brochures, DVD's, information packets, etc., please submit only one copy for our files

Received: _____

Grant Number: _____

**Williamsport Lycoming Community Foundation Grant Application
Data Intake Sheet**

Date: _____

Organization: _____

President/CEO/Executive Director (circle one or give specific title): _____

Mailing Address: _____

City/State/Zip: _____

Organization Phone: _____ Fax: _____

Email: _____ Website: _____

Contact Person

Name/Title: _____

Email: _____ Phone: _____

Program Name: _____

Amount Requested: _____

Program Description: (150 words or less. This section is **required**)

Williamsport Lycoming Community Foundation Grant Application Project Budget Form

Organization: _____

Project: _____ Date: _____

SECTION ONE – PROJECT INCOME

Funding Sources List each actual and/or anticipated source of funding for this project ONLY.	Amount	Funds Requested	Check One Funds Committed
The Community Foundation Grant	Box 1		
Total Project Income	Box 2		

SECTION TWO – PROJECT EXPENSE

Expense Items List expenses for this project. On a separate page, provide a brief description of any items that are not self-explanatory.	Amount	Amount of item to be funded by Foundation grant
Total Project	\$	\$

Should match Box 2

Should match Box 1

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):

- _____ Copy of most recent IRS determination letter regarding your organization’s or your Fiscal Sponsor’s (see below), tax-exempt status.
- _____ Copy of most recent IRS 990 form, 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)
- _____ 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).
- _____ Current itemized annual budget and, if available, current audited budget and profit/loss statement
- _____ Cover Letter (not to exceed 4 pages) to include: Brief overview of organization’s purpose & history; brief description of activities, timeline(s), staff & volunteers involved, please include any other information you may feel is pertinent to receive grant funding that was not covered in the grant application.

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 Williamsport Lycoming 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 of applicant (*printed or typed*) Title

Signature of applicant Date

Signature of Organization’s President/CEO/Executive Director Exact Title

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 #

Contact Name Phone

Address City State Zip

Mission of Agency/Organization

Relationship to Applicant Disclose fee being taken, if any or N/A

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