



Unrestricted Grants – Letter of Intent Guidelines

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)

A Letter of Intent is required for grant requests of \$6,000 or more and must include the following information:

- Program name and description
- Amount being requested

- Organization name, phone number, fax number and website
- Contact name, title, phone number and **e-mail address**

After your Letter of Intent is reviewed by the Community Foundation you will be notified within one week as to whether or not you are invited to submit a grant application.

For grant requests under \$6,000 a grant application may be submitted to the Community Foundation; no Letter of Intent is necessary. If you are planning to submit an application for a request under \$6,000 and are interested in sending the attachments electronically please contact the Program Officer.

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 letters 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.