

GRANT GUIDELINES

About the Foundation: The Danville Area Community Foundation was founded in 1999 to serve communities in Montour County. The Foundation made its first grants to Montour County non-profit organizations in 2000.

Grant requests should take into consideration the amount the Community Foundation has available to award in Community Fund Grants. The Foundation will have \$10,685 to grant for the 2010 grant round.

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 hold 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.
- Does 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)

If you are a regional organization, operating outside of Montour County, it is required that you quantify the number of residents of Montour County will benefit from your project or program.

Funding Request Process: **May 1**, applications must be postmarked by this date

- 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).
- All applicants must submit **1 original and 7 complete copies of the application and all attachments.**

Response Process:

- Grant panels made up of community members will review the applications and make recommendations for funding to the Board of Directors
- Notification will be mid-June
- Checks will be presented in August

Mail applications to:

Danville Area Community Foundation
Attn: Program Officer
330 Pine Street
Suite 400
Williamsport, PA 17701

For additional information please contact:

Betty Gilmour, Program Officer
Phone 570-321-1500 or toll free 1-866-901-2372
E-mail bettyg@fcfpa.org.

Received _____

(Internal Use) Grant # _____

GRANT APPLICATION
—Please print or type—

Organization Name _____ Tax ID No _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Office Phone _____ Fax _____

Email Address _____ Web-site Address _____

Mission of Organization: _____

Brief Description Clients/Constituencies Served: _____

Brief Description of Traditional Funding Sources: _____

Total Annual Budget: _____

Summary of Need for Which Funds are Requested

Amount Requested: _____ Total Project Budget: _____

Description/Explanation of Project/Need/Opportunity:

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

How does this relate to the mission of your organization?

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

How will you measure the benefits or outcomes?

Description of other funding sources for this project/need (Include collaboration/ cooperative efforts with other organizations, if any)?

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 Danville Area 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 most recent IRS letter regarding your organization’s or your Fiscal Sponsor’s (see below), tax-exempt status.
- _____ 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 2 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 Danville Area 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 <i>(printed or typed)</i>	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 #		
Contact Name	Phone		
Address	City	State	Zip
Mission of Agency/Organization			
Relationship to Applicant		Disclose fee being taken, if any or N/A	
<i>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.</i>			
Name (printed or typed)		Title	
Signature		Date	