

# Fanwood Community Foundation Grant Guidelines and Application

## Grant Application Guidelines

### How to Apply

Submit your proposal in writing, on the application, attached. Also, **please email your proposal** (application only, with no attachments) preferably in Word format to [grants@fanwoodcommunityfoundation.org](mailto:grants@fanwoodcommunityfoundation.org).

Confine your request to a single program or project. Be thorough, but brief. Think through your request: Does it make sense? Is it realistic? Can it be carried out given your budget and staff expertise? Does it have your Board's approval? How will you quantify its success?

### How to fill out the Grant Application (to be sent via U.S. Post & E-Mail)

- **Summary Statement (Maximum of 50 words)**—Summarize the request clearly and concisely and state the *specific* amount of money you want and the *specific* purpose of the funds requested. If there are multiple items within the request, please prioritize them according to need.
- **Organizational Information (Maximum of 150 words)**—Describe your organization, its history and background, accomplishments and qualifications, the services provided, and how it benefits the residents of the Fanwood community (include number of people served and illustrate increase in service, whether to people or in expansion of programs). Show us your track record of past work. If your agency is relatively new, talk about your track record to date.
- **Problem Statement/Needs Assessment (Maximum of 100 words)**—Document the needs to be met or problems to be solved by the proposed funding.
- **Objectives and Methods (Maximum of 150 words)**—Establish the benefits of the funding in measurable terms; specifically define how the program's effectiveness will be evaluated. Describe what activities and steps—the implementation—the agency will undertake to achieve the desired results. Address any duplication of services among other agencies in the area, any collaboration of resources, or still unmet needs.
- **Evaluation (Maximum of 50 words)**—Describe how the agency will evaluate the effectiveness of the grant, the degree to which objectives will be met, and what methods will be used to achieve this (for example, increased number of participants, tracking methods, improvement to community).
- **Other Funding Sources** -- A list of other funding sources being approached and amounts pledged or received.
- **Future Funding (Maximum of 50 words)**—Describe your plan for continuation of funding beyond the grant period and/or the availability of other resources necessary to implement the grant, if any. In relation to funding program expenses such as overhead, supplies and administrative costs, show how such costs and expenses will be met by other funding sources in subsequent years.

- **Budget**—In the budget, delineate the costs to be met by the Community Foundation and those to be provided by the applicant and other parties (clients/customers, other foundations, in-kind contributions, etc). Provide both organizational and project/program budgets. Also address, as appropriate, how the program budget fits into the overall budget.
- **Professional References**— Please give us the names and phone numbers of two professionals in related fields and/or who are familiar with the work of your organization.

**Attachments -- What to Include With Your Application (sent via U.S. Post)**

1. If equipment is being requested, submit three competing prices of the item(s). We understand that some items are unique so that competing prices are not possible; simply explain this situation.
2. Names and positions of your paid professional staff and qualifications of key personnel.
3. A list of your board of directors, their business affiliations and addresses.
4. A copy of your Federal and State nonprofit determination letters.
5. Your most recent financial statement and this year's projected budget.
6. Your most recent IRS Form 990

**Other Information You Need to Know**

**Adherence to deadlines, guidelines, and application information requirements is essential. Anything less may delay consideration of your request.**

- Please submit only one hardcopy of your proposal; refrain from using staples or bound presentation covers. An applicant may reapply for additional grants after one year from the date of approval.
- Our grants are generally under \$1,000. A grant in excess of \$1,000 will be considered, but may be funded over several years. If given a multi-year grant, the applicant is usually ineligible for other grants during the funding period.
- The grant recipient is required to submit a final report evaluating the outcome of the program and/or the use of funds in order to be eligible for future funding.

Grants are made once a year, usually during year end (Oct. – Dec.)

The Fanwood Community Foundation wants to be of help whenever possible. Your adherence to these guidelines will help us in our efforts on your behalf. Please feel free to contact us with any questions you may have.

*Send grant applications and attachment hard copies to:*

Fanwood Community Foundation  
 PO Box 242  
 Fanwood, NJ 07023-0100

# Grant Application

Please Type In "Word" Format If possible

Name of Agency --

\_\_\_\_\_  
Contact Name & Title -- \_\_\_\_\_  
Agency/contact address --

\_\_\_\_\_  
Agency/contact city -- \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_  
Agency/contact phone -- \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Agency/contact fax \_\_\_\_ - \_\_\_\_ -

\_\_\_\_\_  
Agency/contact email address --

\_\_\_\_\_  
• **Summary Statement (Maximum of 50 words)—**

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• **Organizational Information (Maximum of 150 words)—**

• **Problem Statement/Needs Assessment (Maximum of 100 words)—**

• **Objectives and Methods (Maximum of 150 words)—**

- **Evaluation (Maximum of 50 words)—**

- **Other Funding Sources** **Amount** **Status**

- **Future Funding (Maximum of 50 words)—**

- **Budget—**

- **Professional References—** Please give us the names and phone numbers of two professionals in related fields and/or who are familiar with the work of your organization.

\_\_\_\_\_  
Name of Reference #1

\_\_\_\_\_  
Name of Reference #2

\_\_\_\_\_  
Relationship to reference

\_\_\_\_\_  
Relationship to reference

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Phone number

We suggest you review the Grant Application Guidelines to make sure you have included everything.