

Grant Guidelines

The Foundation for Enhancing Communities (TFEC) conducts an annual competitive grantmaking program for nonprofit organizations serving the counties of Cumberland, Dauphin, Franklin, Lebanon, Perry, and the Dillsburg area of Northern York. As a result of the findings of the Community Investment Initiative (CII), a comprehensive regional assessment of the most critical needs of the region that we serve, we strive to fund projects that will have the greatest impact on the quality of life and positive outcomes for individuals and families living in the five-county region.

In 2008, The Foundation awarded over \$300,000 to nonprofit organizations through its traditional competitive grantmaking program. An organization may request a maximum of \$10,000 per funding cycle; however, the average grant award is between \$2,500 and \$5,000.

Our Funding Priorities

Health & Human Services

Key Focus Area: Access to and Availability of Health Services - Eliminating barriers contributing to health disparities including:

- Promotion of healthy lifestyles, nutrition and improved fitness among children and youth
- Programs serving the uninsured or underinsured, or persons receiving Medical Assistance
- Culturally competent health services
- Rural, immigrant and migrant worker services
- Oral health care
- Mental health/substance abuse services

Additional Focus Areas:

- Breakdown of the family
- Domestic violence
- Elder care issues
- Supportive services for MH/MR populations

Education

Key Focus Area: Job training/workforce development/Creation of career opportunities (adult learners)

Additional Focus Areas:

- Basic educational preparedness
- Early childhood education (pre-K and kindergarten programs)

Community Development

Key Focus Area: Affordable housing and housing and supportive services for homeless persons

Additional Focus Areas:

- Community revitalization
- Crime Prevention/Public Safety
- Collaborative efforts promoting public/private partnerships

Arts & Culture

Key Focus Area: Arts outreach/exposure to at-risk populations

Additional Focus Areas:

- Arts Promotion
- Visual and performing arts

Environment

Key Focus Area: Environmental health issues

Additional Focus Areas:

- "Green" building projects
- Land use planning & beautification

The Foundation focuses particular emphasis on the following **Community Investment Initiative** strategic areas while maintaining our traditional funding priorities:

- 1. Access to and Availability of Health Services**
- 2. Job Training & Workforce Development**
- 3. Affordable Housing**

The Foundation is also interested in proposals that address the integration of transportation to jobs and services where applicable.

For answers to Frequently Asked Questions, please visit our website at www.tfec.org.

Submitting an Application

The Foundation strives to direct its resources to strategically address systemic community problems and have the greatest impact on the highest critical needs in the region. We are particularly interested in proposals that address new and innovative collaborative approaches. Successful grant proposals will be those that demonstrate collaboration, community problem-solving, achievable outcomes and sustainability. There are three grant cycles in 2009. Proposal deadlines are:

- February 6, 2009
- May 8, 2009
- September 18, 2009

Prior to submitting an application, applicants are strongly encouraged to review the *Community Investment Initiative Report*, which can be viewed at our website at www.tfec.org.

What We Fund:

The Foundation's primary strategic grant focus is to support programs and direct service delivery related to our funding priorities. The Foundation also funds:

- New staff positions with a plan for sustainability
- New projects
- Facility improvement and related equipment
- Direct program related operating expenses
- Capacity building (strategic planning, board and staff development, technology infrastructure, etc.)

What We Do Not Fund:

- Individuals
- Religious organizations for religious purposes
- Annual fund drives of umbrella fundraising agencies
- Advertising
- Direct lobbying to influence legislation or funding appropriations
- Retroactive projects
- Basic office equipment
- National and statewide umbrella organizations

Applications will be compared to all of those submitted under the same program area. All applicants must contact the Program Officer prior to submitting an application to discuss the proposed project.

Application Packets

Please provide one original and 15 double-sided, collated copies in the following order:

1. Grant Summary Sheet *
2. Proposal Narrative * (see sample Program Logic Model attached)
3. Budget Worksheet * (see sample Budget Worksheet attached)
4. Agency's Board of Directors list with professional affiliation.
5. Three letters of support.
6. Letters of collaboration, if applicable. If applicant has indicated collaboration with other agencies, letters documenting the nature of the collaboration must be included with the grant application.

In addition, please submit the Proposal Narrative with Program Logic Model electronically, in Word format, to jdoyle@tfec.org. **This is the only section of the application requiring electronic submission.**

*All applications must be formatted using the Grant Summary Sheet, Proposal Narrative, Program Logic Model and Budget Worksheet available for download (pdf) at www.tfec.org or in Word format by contacting Gen Bink gbink@tfec.org or by calling 717-236-5040.

The original and 15 copies should be DOUBLE SIDED AND STAPLED, no binder clips, paperclips or rubber bands. Do not send brochures, videos, printed programs, photos or any other attachments. Do not submit your application in individual envelopes, ring binders or folders of any type.

Please include **ONE** copy of your IRS 501(c) (3) determination letter and **ONE** copy of your most recent financial statement/audit.

Applications not following this format will be returned.

Applications must be received, not postmarked, by the proposal deadline. No e-mailed or faxed submissions will be accepted. Hand delivered applications should arrive at The Foundation no later than **3:00 pm** on the proposal deadline. Please mail or hand-deliver your application to:

The Foundation for Enhancing Communities
Attn: Jennifer Doyle, Program Officer
200 North Third Street, 8th Floor
P.O. Box 678
Harrisburg, PA 17108-0678

Grant Summary

Please complete entire form.

- Grant Cycle: February 6, 2009 May 8, 2009 September 18, 2009
- Program Area: Arts and Culture Community Development Education
 Environmental Health and Human Services

Name of Organization _____ Organization Website _____

Contact Person/Title _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Title of Project _____ Project Start Date _____

Total Cost of Project _____ Amount Requested from Foundation _____

Total Organizational Budget _____

Does your organization have tax-exempt 501(c) (3) status: Yes No

If not, which organization will serve as your fiscal agent for this project?*

Chief Executive of Fiscal Agent _____ Phone _____

*If this applies, then the application must contain a letter of confirmation from Fiscal Agent.

Demographic Information

What populations will be served by the proposed project? (Please check all that apply)

Race/Ethnicity/Nationality:

- African American/Black Caucasian/White (non-Hispanic)
 Hispanic/Latino Asian
 Multi-Racial/Multi-Ethnic Other _____

Age Group:

- 0-5 years 18-25 years
 6-11 years 26-66 years
 12-17 years 67+ years

What is the average annual household income of those served by your project?

- \$0 - \$10,000 \$10,000 - \$25,000 \$25,000 - \$50,000 \$50,000 +

What geographical areas will be served by the project?

- Cumberland County Dauphin County Franklin County Lebanon County
 Perry County Northern York County, Dillsburg Area

Additional populations specifically targeted by your project:

- Disabled (includes mental, cognitive, emotional or physical)
 Homeless
 Immigrant, undocumented, and refugee
 Incarcerated/ex-offenders
 Non-English speakers
 Unemployed
 Other: _____

The undersigned hereby certify that all information contained in and submitted with this proposal is correct, and that this proposal is submitted with the approval of the Board of Directors, and that this organization will execute a grant agreement if a grant is awarded to us.

Printed Name of Board President (or designee) _____

Printed Name of Agency CEO _____

Board President (or designee) Signature _____ Date _____

Agency CEO Signature _____ Date _____

Proposal Narrative

Please attach Narrative Responses to this form.

Note: Please attach narrative responses to this form. Narrative must be a maximum of 7 pages, written in 12 point font with 1 inch margins on all sides.

1. Brief Description of Applicant Organization

Please provide a brief description of the history of your organization and the programs and/or services that you provide.

2. Project Description

- Describe the proposed project including information on the target population to be served.
- State the goals (the outcome you desire) and objectives (the series of steps you will take to accomplish each major goal of your project).
- Explain the documented need for the project.
- Collaborations and/or cooperative efforts with other organizations.

3. Methods of Measurement Outcome and Evaluation

Describe how you will measure project success, for example, how the project aligns with the mission of the organization, the benefits for participants before and after program activities, and how you plan to document your outcomes. This section is critical to your proposal. Please use the attached Program Logic Model format.

4. Request for Funds and Sustainability

- State the amount you are seeking from TFEC as well as other funders involved and other pending or committed sources of funding.
- Detailed plan that includes sustainability of the project after funding cycle has been completed. *The Foundation is unable to fund 100% of any project.*
- If this proposal is not funded at the level requested, will your organization be able to implement the project?
 Yes No
- Brief written statement indicating if the organization ended it's most recent fiscal year with a budget surplus or deficit.

5. Timeline for Project Implementation

Projects should begin a minimum of 12 weeks after date of grant submission and should not exceed 12 months in duration.

Sample Budget Worksheet

Items <i>Sample expense items include: Personnel, equipment, supplies and contracted services</i> <i>List your own as appropriate.</i>	Description of Requested Items	Request to TFEC	Outside Funding Sources	Anticipated, Committed or Received (A, C or R)	Total
Consultant	For 4 \$500.00 training sessions	\$2,000.00	\$5,000.00- Stewart Foundation	C	\$7,000.00
Program supplies	Supplies for above trainings (binders, note paper, pens, copying for handouts for binders, lunch for staff)	\$1,000.00			\$1,000.00
Incentives for staff to come to trainings	Gift cards, movie passes, etc not to exceed \$50/staff member	\$1,500.00			\$1,500.00
Updated technology	3 new laptops to take into the field	\$3,000.00	\$7,000.00- Bill Gates Foundation	R	\$10,000.00
Program supplies	Resource manual for foster parents (will include information from above trainings) Manuals cost \$200 each	\$2,500.00	\$2,500.00- Target	A	\$5,000.00
Rent	To cover rent and utilities in shared office space for case workers		\$25,000.00- Kellogg Foundation	A	\$25,000.00
Total		\$10,000.00	\$39,500.00		\$49,500.00

Budget Worksheet

Please use this format for your proposal budget.

Items <i>Sample expense items include: Personnel, equipment, supplies and contracted services</i> <i>List your own as appropriate.</i>	Description of Requested Items	Request to TFEC	Outside Funding Sources	Anticipated, Committed or Received (A, C or R)	Total
Total					

Sample Program Logic Model

Please use this format to report your program outcomes.

Agency Name: XYZ Nonprofit Organization

Program Name: XYZ Program

Agency Mission: XYZ's mission is to ...

Inputs (resources dedicated to or consumed by the program)	Activities (Services provided)	Outputs (Participation- direct products of program's activities)	Outcomes (Results- benefits for participants during and after program activities)	Data Source and Collection Method
<p>Examples:</p> <p>Money Staff Facilities Equipment Supplies</p> <p>Constraints on program: Laws Regulations Funding requirements</p>	<p>Examples:</p> <p>Feed and shelter homeless families</p> <p>Provide job training</p> <p>Counsel pregnant women</p>	<p>Examples:</p> <p># Classes taught</p> <p># Counseling sessions conducted</p> <p># Hours service delivered</p> <p># Participants served</p>	<p>Examples of measures for outcomes can be found at www.tfec.org under Grantmaking, Applying for a Grant, Technical Assistance. You are not confined to these examples only, but these are examples that The Foundation found very helpful.</p>	<p>Examples:</p> <p>Review of client records</p> <p>Participant survey</p> <p>Pre and post tests</p> <p>Interviews</p>

Program Logic Model

Please use this format to report your program outcomes.

Agency Name: _____

Program Name: _____

Agency Mission: _____

Inputs (resources dedicated to or consumed by the program)	Activities (Services provided)	Outputs (Participation- direct products of program's activities)	Outcomes (Results- benefits for participants during and after program activities)	Data Source and Collection Method