



# Grant Guidelines

The Whitaker Foundation Regional Program (WFRP) conducts an annual competitive grantmaking program for nonprofit organizations serving the counties of Cumberland, Dauphin, and Perry counties. The focus of WFRP is to support programs that have the overarching value of improving math and science proficiency and literacy. 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 tri-county region.

The WFRP is most interested in proposals that address math and science proficiency, including the following (but not limited to):

- Educational needs of all students and adults (including high-risk: limited English proficient, special education, minority, low-income) in math and science
- Math and science skills for all students and adults (including high-risk: limited English proficient, special education, minority, low-income) seeking careers in math and science based professions such as: health care, (CNA, nursing, and general medical), business and financial services, education, and information technology.
- Culturally and gender sensitive math and science instruction
- Math and science curriculum development
- Assist teachers to learn to teach interactively (ie. teach science by doing science)

In 2008, WFRP awarded over \$85,000.00 to nonprofit organizations through its traditional competitive grantmaking program. There is no maximum request per organization, however, a total of \$100,000.00 is available per funding year to be granted. The average grant award in 2008 was \$15,000.00.

## What We Fund:

The WFRP's primary strategic grant focus is to support programs and direct service delivery related to math and science proficiency and literacy in Dauphin, Cumberland, and Perry counties. An organization may submit a proposal that is a minimum of one year and a maximum of three years. Organizations receiving multi-year funding must apply on a yearly basis, however, as renewal is not automatic. The WFRP has funded:

- New staff positions with a plan for sustainability
- New and on-going 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
- Advertising
- Direct lobbying to influence legislation or funding appropriations
- Retroactive projects
- Basic office equipment not related to the project
- National and statewide umbrella organizations

## Submitting an Application

The WFRP 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 achievable outcomes and sustainability. There are two grant cycles in 2009. Proposal deadlines are:

- May 8, 2009
- September 11, 2009

All applicants **must** contact the Program Officer prior to submitting an application to discuss the proposed project.

## Application Packets

Please provide one original and 9 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](mailto: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](http://www.tfec.org) or in Word format by contacting Jennifer Doyle at [jdoyle@tfec.org](mailto:jdoyle@tfec.org) or by calling 717-236-5040.

*The original and 9 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, **ONE** copy of your Certificate of Registration from PA Charitable Organizations, if applicable, 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  
Whitaker Foundation Regional Program  
Attn: Jennifer Doyle, Program Officer  
200 North Third Street, 8<sup>th</sup> Floor  
P.O. Box 678  
Harrisburg, PA 17108-0678

# 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, staff and facility requirements.
- 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 the Whitaker Foundation 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 24 months in duration.

# Grant Summary

Please complete entire form.

Grant Cycle:       May 8, 2009                       September 11, 2009

Program Area:       Math Proficiency                       Science Proficiency

Name of Organization \_\_\_\_\_ Organization Website \_\_\_\_\_

Contact Person/Title \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Title of Project \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project End 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

Anticipated Number of People Served by Project : \_\_\_\_\_ By Organization (annually): \_\_\_\_\_

### 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       Perry County

### Additional populations specifically targeted by your project:

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

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Have you received prior funding for this project from the Foundation for Enhancing Communities OR the Whitaker Foundation Regional Program?  Yes  No

If yes, please list dates and amounts:

What is the primary focus of the project:

- Increase Math proficiency
- Increase Science proficiency
- Education needs of all students and adults (including limited English proficient, special education, minority and/or low income) in the area of math
- Education needs of all students and adults (including limited English proficient, special education, minority and/or low income) in the area of science
- Educational needs of all students and adults seeking careers in math and science based professions such as: health care, (CNA, nursing, and general medical), business and financial services, education, and information technology.
- Assist teachers in learning to teach interactively (ie. teach science by doing science)
- Culturally and gender sensitive math and science instruction
- Math and science curriculum development

Please explain exactly how the proposed program meets the above criteria selected:

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

# Sample Budget Worksheet

<b>Items</b>  <i>Sample expense items include: Personnel, equipment, supplies and contracted services</i> <i>List your own as appropriate.</i>	<b>Description of Requested Items</b>	<b>Request to Whitaker Foundation</b>	<b>Outside Funding Sources</b>	Anticipated, Committed or Received (A, C or R)	<b>Total</b>
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 teachers (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 staff		\$25,000.00- Kellogg Foundation	A	\$25,000.00
<b>Total</b>		\$10,000.00	\$39,500.00		\$49,500.00

# Budget Worksheet

Please use this format for your proposal budget.

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

# 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 ...

<b>Inputs</b> (resources dedicated to or consumed by the program)	<b>Activities</b> (Services provided)	<b>Outputs</b> (Participation- direct products of program's activities)	<b>Outcomes</b> (Results- benefits for participants during and after program activities)	<b>Data Source and Collection Method</b>
<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 <a href="http://www.tfec.org">www.tfec.org</a> 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: \_\_\_\_\_

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