

THE MARTIN M. SACKS MEMORIAL FUND

2010 GUIDELINES FOR GRANT REQUESTS

About the Fund

The Martin M. Sacks Fund was established in 1984 in memory of Martin M. Sacks, a well-know accountant and handball devotee. Mr. Sacks was committed to supporting nonprofit organizations that provide programs and services for the disadvantaged and underserved, particularly youth. Each year, the Fund's Committee hosts the Martin M. Sacks Memorial Dinner to raise funds for grantmaking. This Fund is administered by The Foundation for Enhancing Communities. Grants are awarded to eligible nonprofit organizations in the Foundation's service area within the South Central PA counties of Cumberland, Dauphin, and Perry.

Applying for a Grant from The Martin M. Sacks Memorial Fund

The Martin M. Sacks Memorial Fund invites established 501 © (3) nonprofit organizations to submit proposals to support youth and family oriented programs and services that are consistent with the mission of your agency.

Eligible activities may include (but are not limited to):

- Services for homeless women and their children
- Therapeutic counseling services
- Domestic violence and abuse services
- Support groups for individuals or families
- Physical, emotional or behavioral health services
- Sports and recreation programs
- After-school programs
- Services for children/youth with special needs

The Fund does not make grants to individuals or for-profit organizations. The term of the grant is for one-year. We are interested in supporting innovative activities that directly benefit at-risk children, youth, and their families. Proposals should:

- Be innovative and do not duplicate existing programs and services
- Empower the disadvantaged and underserved
- Be collaborative in nature
- Demonstrate measurable and achievable outcomes

Total Funds Available to Grant

\$6,000 The average grant award is \$1,000.

What to Include in Your Proposal Packet:

One Original and 15 collated copies in the following order:

- Brief Cover Letter addressed to the Program Officer
- Application Summary Form (provided)
- Application Narrative - 5 pages maximum, 12 point font, 1 inch margins on all sides
 - a brief description of the applicant organization
 - a brief description of the proposed project
 - documented need for the project
 - examples of collaborative efforts with other agencies providing similar or complimentary services
 - time line for project implementation (not to exceed 12 months)
 - expected impact/outcomes of the project
 - brief explanation of other pending or committed sources of project funding
- Attachments
 - A completed project budget using the form provided
 - A copy of your most recent organizational budget.
 - A brief written statement indicating if your organization ended its most recent fiscal year with a budget surplus or deficit
 - A complete list of Board Members
 - A list of all grants received from the Foundation (*not just the Martin M. Sacks Fund*) during the past three years
 - Two letters of support for the project

One Original Only of the Following:

- A current, non-expired copy of the organization's 501 (c) (3) or other proof of tax exempt status from the Internal Revenue Service
- Certificate of Registration from PA Bureau of Charitable Organizations, if applicable
- Financial statements/audit prepared by an accountant for the most recent tax year

PLEASE DO NOT BIND YOUR PROPOSAL IN POCKET FOLDERS, PLASTIC REPORT COVERS, OR SIMILAR PORTFOLIO JACKETS. DO NOT INCLUDE ORGANIZATIONAL BROCHURES, MAPS, NEWSPAPER ARTICLES AND THE LIKE. FAILURE TO ADHERE TO THESE RESTRICTIONS AND THE GRANT PREPARATION GUIDELINES IN GENERAL MAY RESULT IN YOUR PROPOSAL BEING RETURNED OR DETERMINED INELIGIBLE FOR REVIEW.

Grant Deadline

Proposals must be received, not postmarked, at **The Foundation for Enhancing Communities, 200 N. Third Street, 8th Floor, Harrisburg, PA 17101, attn: Rosemary Browne, no later than 3:00 PM on Friday, September 17, 2010.** Please submit one original and eight copies, and follow the format provided in this announcement. *Proposals may also be hand delivered. Email or fax submissions will not be accepted. Submissions postmarked September 17, 2010 received **after** the deadline will not be accepted.*

Contact Information

If you have questions about these guidelines, please contact

Rosemary Browne
Director of Programs & Community Investment
The Foundation for Enhancing Communities
200 N. Third Street – 8th Floor
Harrisburg, PA 17101
717-236-5040
Email – rosemary@tfec.org

**Application Summary Sheet
Martin M. Sacks Memorial Fund
(please print or type)**

Organization Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Email _____ Telephone _____ Fax _____

Date You Submitted this Application: _____

Project Dates: Beginning _____ Ending _____

Total Project Budget _____ Amount of this Request _____

Brief Description of Project

Geographic Area Served by Project _____

Primary Target Population

Printed Name of CEO or Executive Director _____ Printed Name of Board President or Board Designee _____

Signature of Board President or Board Designee (Indicating Board Approval of this Request) _____

Organization Name _____

Is this project's grand total included in your current organizational budget?

Project Budget

	Total Amount*	Martin Sacks Amount	Other Funding Amount	Source of Other Funding	Code*
PERSONNEL					
Salaries					
Payroll Taxes					
Health Benefits					
Pension					
Contract Workers					
Other (Specify)					
Subtotal Personnel					
OPERATIONS					
Rent / Mortgage					
Utilities					
Telephone/Fax					
Insurance					
Office Supplies					
Program Supplies					
Maintenance Supplies					
Postage & Delivery					
Professional Services					
Training & Develop.					
Consultant Fees					
Travel					
Printing / Copying					
Equipment					
Other (specify)					
Subtotal Operations					
GRAND TOTAL					

****Total Amount** Should Equal Martin Sacks Amount + Other Funder Amount**

**Codes for amounts from other funders: P = projected/pending; C = Committed; R = Received