



2017-2018 GRANT GUIDELINES AND PROCEDURES

The Community Foundation of North Central Massachusetts (CFNCM) is accepting applications for grant making from its General Endowment Fund. In the past, CFNCM has been able to award a variety of grants per grant cycle, ranging in amounts between \$4,000 and \$25,000.

The 2017/2018 Grant Cycle endowment funds (requesting up to \$30,000) are available in three categories* –

- 1. General Endowment – Animal Welfare and Environment** - Funding consideration will be given to proposals requesting general support for programs/projects pertaining to animal welfare and the environment.
- 2. General Endowment – General** – Funding consideration will be given for community development, arts and culture, and health and human services.
- 3. Organizational Development for Nonprofit Funds** – Funding consideration will be given to proposals intended to be of assistance for the benefit of our region’s nonprofit organizations. Grants considered will be for purposes that will ***improve the sustainability of the organization***. These grants are ***not intended to be utilized as a band-aid*** in organizations that have deep rooted issues that cannot be adequately addressed by a onetime grant. Staff Training, Technical Assistance and Succession Planning are some examples of the types of matters that should be considered. ***Grants to support capital fund drives will not be considered.***

The grant making committee will give greater consideration to those proposals that are strategic, innovative and sustainable.

****Up to 2 proposals may be submitted PER AGENCY/ENTITY, however, ONLY if one of the proposals is in the Organizational Development category. ONLY ONE Organizational Development submission per Agency/Entity will be considered. (If multiple applications that do not meet this criteria are submitted you will be required to choose only one for consideration.)***

- All funding awards are made on a year to year basis with no multi-year commitments.
- Funding requests that will generally not be considered include loans, attempts to influence legislation, support where CFNCM may become the predominant long term source of revenue, and Capital Campaigns.
 - Proposals for grants that do not directly benefit the geographic service area of CFNCM will not be considered – a listing of towns appears at the end of this document.
 - Agencies not based within CFNCM service territory may apply provided that proof of service to at least one of the cities/towns in CFNCM service territory can be illustrated. (Proposals to expand existing programs INTO CFNCM service territory will require evidence that existing relationships and/or collaborations currently exist, and ample support to ensure success in the proposed service area can be shown.)

Procedures

CFNCM' application process has two steps and all submissions are to be done **electronically**, using our online software portal, e-C Impact – which can be accessed via the following link:

<https://agency.e-cimpact.com/login.aspx?org=23180U>

If your agency does not currently have an account on the e-C Impact portal for CFNCM or United Way of North Central Massachusetts, you will be required to create an agency profile. **Please verify if your agency has a profile by accessing the list of registered entities by clicking on the following link:**
<http://cfncm.org/ReceiveNonprofitsIndividuals/ImpactPortals.aspx>

If your agency is listed, but you do not have a log in, do not know if you have a log in or have lost your password, please contact Susan Cordio by e-mail at scordio@cfncm.org or by phone at 978-345-8383, extension 320 and she will help you accordingly. This should be done regardless of whether the existing account (and activity on it) is related to this particular grant request – there can only be one Agency profile for a given Tax/Employer ID number. Video demonstrations and directions relative to Agency profiles and e-C Impact will be on our website in the Grants section.

The first step is the submission of the **Cover Sheet** and **Letter of Intent (LOI)**. The completion of the LOI should include a statement showing how the program/project will benefit specific towns in our geographic region (listed at end of this document).

- a. Proof of IRS 501c3 Tax Exempt Status (or Articles of Incorporation for Townships, Municipalities and Tax-Exempt Educational Institutions) must be uploaded via the software.
- b. Deadline for the submission of the completed Letter of Intent application packet is **FEBRUARY 27, 2017 @ 4:00 p.m. – via online software. Late submissions WILL NOT be considered.**
- c. Questions regarding this **process** may be directed to Sue Cordio, Administrative Assistant at scordio@cfncm.org or 978-345-8383 x320. Questions regarding the content of your request should be directed to Maribeth Janssens, Grants Manager at Maribeth@cfncm.org or 978-345-8383 x303.

Letters of Intent will be reviewed by CFNCM staff for eligibility verification and then given to the Grant-making Committee of the Board of Trustees for consideration to be invited to submit a full proposal.

Upon review of LOIs, a limited number of applicants will then be invited to submit a full RFP – these invitations will go out by mail and e-mail on March 17, 2017. (Letters will be addressed to the Executive Director or principal contact.) To ensure proper notification, identify additional contacts within the application.

Those identified applicants will then begin part two of the process, submission of a full Request for Proposals (RFP) **with a due date of Thursday, APRIL 27, 2017 @ 4:00 p.m., via online software. Late submissions WILL NOT be considered. All full RFP submissions must be completed online – and include identified outcomes as directed within the narrative.**

Subsequent to the two-step process, the following applies:

1. Once full proposals have been received, staff interviews may take place depending on the appropriateness of the Full Proposal or the need for additional information. The Grants Committee will then present recommendations to CFNCM Board of Trustees.
2. Grant notification, along with an agreement form will be sent to grant recipients in early June. All grantees will be notified via e-mail. NO phone calls please. Payment of grant will be made immediately following receipt of electronically signed agreement and requested documentation.
3. Submission of programmatic and financial progress reports will be required. Details will be provided in award letters.
 - a. At least two "Success Stories" (material suitable for marketing promotion of the grant) will be required, the first no later than December 1, 2017 and the second, no later than May 31, 2017. (Additional suitable material throughout the grant cycle is encouraged and welcomed.)
4. Funds awarded are restricted for use to the proposal submitted and required to be identified as such in the subsequent annual financial statements.
5. Along with a final programmatic report, a copy of the subsequent financial statement is the final reporting requirement of CFNCM.

CFNCM Service Territory:

The Community Foundation of North Central Massachusetts, with nearly \$33 million in charitable assets, was created in 2001 to provide a means for donors to permanently endow charitable gifts, to increase and stabilize available funding to meet needs and improve the quality of life in *Ashburnham, Ashby, Athol, Ayer, Barre, Bolton, Clinton, Devens, Erving, Fitchburg, Gardner, Groton, Harvard, Hubbardston, Lancaster, Leominster, Littleton, Lunenburg, New Salem, Orange, Pepperell, Petersham, Phillipston, Princeton, Royalston, Shirley, Sterling, Templeton, Townsend, Warwick, Wendell, Westminster and Winchendon.*