



2019-2020 GRANT GUIDELINES AND PROCEDURES

January 23, 2019

The 2019-2020 Grant Funding process is now open.

Community Foundation of North Central Massachusetts (CFNCM) is accepting *submission of a Letter of Intent (LOI)* to apply for consideration to be invited to submit a full Request for Proposal from one of three CFNCM Field of Interest Funds. Agencies/Entities meeting preliminary qualifications may submit this LOI online (using on-line forms) for consideration to be invited to submit a full grant proposal. Invited applicants may apply for amounts between \$5,000 and \$30,000. ***PLEASE NOTE: Significant changes have been made to the grant process – please read this document in its entirety before proceeding.***

The 2019-2020 CFNCM Grant Awards will be made from three funds in the following Field of Interest areas –

- 1. Animal Welfare and Environment** (Doyle Fund for Animal Welfare and Environmental issues)
- Funding consideration will be given to proposals requesting support of services, programs or projects pertaining to animal welfare and the environment.

Proposals for this category should provide clear evidence of how the requested funding will be used and how the services, program or project will accomplish one or more of the following:

- Raise awareness of a critical issue pertaining to Animal Welfare or the Environment with an identified community
- Make positive Impact in addressing an identified critical issue pertaining to Animal Welfare or the environment
- Create meaningful impact in the community through activities that are focused on Animal Welfare or the Environment

- 2. General** (CFNCM General Endowment Fund) – Funding consideration will be given to proposals requesting support for service, programs or projects that will result in a positive impact for the community and/or defined group of people within the community. These may include community development, arts and culture, and health and human services.

Proposals for this category should provide clear evidence of how the requested funding will be used and how the services, program or project will accomplish one or more of the following:

- Raise awareness of a critical need or issue by facilitating education of the issue and creating specific activity or activities that will result in a positive impact to the community.
- Make positive Impact in the community by providing unmet needs and/or addressing needs in a new and/or unique way that result in a change in human condition.
- Increase applicant's capacity to provide services (increase in quantity of individuals served or a higher level of services.) Applicant will be required to demonstrate that

funds requested are specific to the grant period and will not require sustainment beyond that period OR provide evidence funds to sustain activity are identified.

3. Organizational Development for Nonprofit Funds (CFNCM Organizational Development for Non-Profit Organizations Fund) – Funding consideration will be given to proposals intended to be of assistance for the benefit of our region’s non-profit 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.**

Proposals for this category should provide clear evidence of how the requested funding will be used and how the activities, acquired training/education and or described procurement of material(s)/equipment will accomplish one or more of the following:

- Provide organization with specific deliverables that will increase the organization’s capacity to fulfill its mission (i.e. strategic planning, board development, marketing strategies)
- Provide funding to address an identified need that is preventing the organization from realizing increased capacity, ability to scale or strategic growth
- Provide capacity that will allow the organization to recognize other significant resources (challenge grants or other similar opportunities)

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

Beginning in this 2019-2020 Grant Cycle:

Agencies are limited to submitting 1 (ONE) Letter of Intent per Agency/Entity -

All agencies must determine which one, of the 3 Area of Interest Funds it will apply to in their Letter of Intent

Based on the increasing amount of requests submitted in each grant cycle, the CFNCM Grant Making Committee has determined the following policy with regard to previously granted Agencies/Entities eligibility to apply:

"In order to be fair to all agencies in North Central Massachusetts, all agencies can only submit applications to one fund (General Category (GEN), Organizational Development (ORGDev) or Animal Welfare and Environment (AW/E)) during a grantmaking cycle. Furthermore, starting in next year's grantmaking cycle, agencies who have received two or more awards from either the GEN or ORGDev funds in the last three years (the "look back period") will not be permitted to receive GEN or OrgDev awards in that current grant year. Due to the smaller pool of AW/E agencies, the "look back period" period will not apply for AW/E awards, but when AW/E agencies apply for GEN and ORGDev grants, less funded agencies will be given priority on apples-to-apples applications."

For the current grant cycle, this new “Look Back Period” will not disqualify any Agency to apply, the 2020/2021 will be the first cycle to enforce Agency disqualifications for application as appropriate.

- 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.
 - For Municipal Entities, proposals for the purchase of equipment (capital or otherwise) will not be considered – this is to include replacement of equipment that has become outdated or increase existing quantity of such equipment
 - 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)

The Letter of Intent application for the 2019-2020 Grant Cycle has been created to provide an easier format for applicants to complete. When completing the LOI form, the applicant will be creating (and provide narrative used in) a standard format “Letter of Intent.” The structure of this form is based on information published by UMass Amherst department of Corporate and Foundation Relations. An outline of this process can be found by clicking: [Letter of Intent Format](#)

Procedures

CFNCM' application process has two steps and all submissions are to be done **electronically**, using CFNCM' online software portal, e-C Impact. The initial process, submission of a Letter of Intent (LOI) is open to any Agency/Entity that meets the minimum requirements. The second part of the process, submission of a full Request for Proposal is by invitation only.

The application process is completed using CFNCM' on-line 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. *Agencies that have applied to CFNCM for grants using this portal but were not invited to submit a full proposal will need to re-establish an agency profile.* A list of active agency profiles can be found by clicking here: [Existing Agency Profiles for 2019-2020](#)

If you believe a profile for your agency is already established 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.

Duplicate agency profiles should not be created regardless of whether any prior activity is related to this particular grant request – there can only be one Agency profile for a given Tax/Employer ID number. If the link above does not work please contact Sue Cordio (Information is listed above.)

The first step is the submission of the **Letter of Intent (LOI)** application packet. As part of this process:

- a. Within the application forms, a statement of verification must be completed to attest that Proof of IRS 501c3 Tax Exempt Status (or Articles of Incorporation for Townships, Municipalities and Tax-Exempt Educational Institutions). Further documentation will be required if applicant is invited to submit a Request for Proposal (RFP).
- b. Agency profile (whether existing or new) must be reviewed for completion of required sections and validation of other indicated items.

Deadline for the submission of the completed application packet is **February 15, 2019 @ 12:00 p.m.** – via online software. **Late submissions WILL NOT be considered.**

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.

Submissions will be reviewed by CFNCM staff for eligibility verification and then given to the CFNCM Grant Making Committee for consideration to be invited to submit a full proposal.

Upon review of the submissions, *a limited number of applicants will then be invited to submit a full Grant Proposal – these invitations will go out by e-mail on or about March 19, 2019. (Letters will be addressed to the Executive Director or entity equivalent staff member.) 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 grant proposal **with a due date of Friday, April 19, 2019 @ 12:00 p.m., via e-C Impact. Late submissions WILL NOT be considered.** *All submissions must be completed online.*

Applications invited to submit full proposals will be provided directions to access the application in their invitation correspondence.

For your information, subsequent to the two-step process, the following applies:

- a. 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 Grant Making Committee will then present recommendations to CFNCM Board of Trustees.
- b. Grant notification, along with a Grant Acceptance 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.
- c. Submission of programmatic and financial progress reports will be required. Details will be provided in award letters.
- d. At least two "Success Stories" (material suitable for marketing promotion of the grant) will be required, the first no later than January 31, 2020 and the second, no later than July 31, 2019. (Additional suitable material throughout the grant cycle is encouraged and welcomed.)
- e. Funds awarded are restricted for use to the proposal submitted and required to be identified as such in the subsequent annual financial statements.
- f. Along with a final programmatic report, a copy of the subsequent financial statement is the final reporting requirement of CFNCM.

CFNCM Service Territory:

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.*