

PRINCIPAL PARTNER



**BANK ANNAPOLIS**

1245 Shopping Center Road  
Stevensville, MD 21666  
410-643-4191

# Grant Guidelines And Application Forms

Approved:  
May 14, 2007

**The Foundation for Community Partnerships awards grants each year according to:**

- 1) Current and emerging community needs,
- 2) Priorities established by the Board, Grants that;
  - effect a broad segment of our community
  - leverage support from other sources
  - promote collaboration, without duplicating services
  - strengthen organization self-sufficiency & long term stability
  - focus on problem solving
  - show realistic planning & management

**Types of programs/projects funded by the Foundation:**

**Arts & Culture; Education; Environment & Animals; Health; Human Services**, includes public protection, employment, food, nutrition, agriculture, housing, shelter, public safety, disaster preparedness, recreation, leisure, sports, athletics and youth development; and **Public/Society Benefit**, includes civil rights, social action, advocacy, community improvement, capacity building, philanthropy & volunteerism.

**Types of programs/projects normally NOT funded by the Foundation:**

Annual appeals or membership drives; Capital debt reduction; Capital Campaigns, For-profit organizations; Organizations with outstanding final reports from previous Foundation grants; Organizations with outstanding due diligence reports from the Foundation; Political projects; Religious groups for religious purposes; Retroactive funding for any project expenses incurred before the decision date.

**Who may apply for a grant?**

Our grants are awarded for charitable or educational activities as defined by Section 501(c)(3) of IRS Code. The organizations must be located in or directly benefit the residents of the Delmarva Peninsula (Anne Arundel, Caroline, Cecil, Dorchester, Kent or Queen Anne's Counties in Maryland; New Castle, Kent and Sussex Counties in Delaware; and/or Accomack and Northampton Counties in Virginia.) Grant seekers outside of these areas must provide information on residents served or involved within these geographic locations.

**How many grant rounds are offered by Foundation?**

There is one grant round each year. Grant applications are accepted between January 15<sup>th</sup> and February 16<sup>th</sup>.

**What is the Application Format?**

Please submit your application on 8½ x 11 inch paper printed on one side only. Because we need to make copies, use only paper clips to bind. Materials should not be bound, inserted in protective sleeves or prepared in other types of notebook form. Please invest your time in content rather than presentation. There is a 5 page maximum, please see the application check-list for details. Brochure attachments are not included in the 5 page maximum. If you choose to include brochures on your organization or project, please include 5 copies of the brochures.

**What is the Application process?**

Organizations applying for funding are required to use the Foundation Grant Application Forms available online at [www.creatinglegacies.org](http://www.creatinglegacies.org) or by calling 410-758-6677. Grant Application Forms will be accepted from 8:00 am on January 15 until 5:00 pm on February 16. The Grantmaking Committee will review completed Grant Applications and applicants will be notified on or before April 15th. If any of those dates fall on a Saturday, Sunday or Foundation recognized holiday, the nearest business day after the date takes effect.

**After you submit your Application?**

Upon receipt, you will be sent a postcard indicating that we have received your application. Your application is then reviewed to determine that you have submitted all required information. If something is missing, you will be notified. However, this could delay processing your proposal and may cause your application to be denied. The Committee will give your proposal a thorough review and may conduct research, schedule a site visit or interview your staff.

## Application Packet Checklist

### Cover Page *(2 page maximum)*

- Organizational Information
- Organization Description
- Board Member List & Years of Service
- Project Name *(will be listed in Giving Guide)*
- Project Description *(will be listed in Giving Guide)*
- Permission to list in the Giving Guide
- Project Duration / New Project
- Population Served / Estimated Number Served
- Geographic Area Served
- Collaboration
- Amount Requested
- Total Project Budget
- Prior Funding from the Foundation for Community Partnerships
- Signature, Title & Date

### Project Overview *(1 page maximum)*

- Project Name
- Project Addresses / Supports / Focus
- Goals
- Actions
- Measurements
- Long Term Strategy & Funding

### Project Budget *(project only) (1 page maximum)*

- Other funding
- Expenses
- Expense Detail, *if applicable*

### Summary of Annual Operating Budget *(organization) (1 page maximum)*

- Income
- Expenses

### Attachments

- Brochures on Organization; 5 copies
- Brochures on Project; 5 copies

Any additional pages, descriptions or information exceeding the specified page or word limit, or supporting materials that are not specifically requested will not be reviewed by the Grants Committee. This includes tapes, CD's and DVD's. Please mail or drop off your completed application to the address below, if you have questions please contact: Linda Kohler, Chief Financial Officer; 320 Pennsylvania Avenue; Centreville, MD 21617 E-mail: linda@creatinglegacies.org Office: 410-758-6677 Fax: 410-758-6904

Date of Application: \_\_\_\_\_

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

Address \_\_\_\_\_ Federal ID # \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_ e-mail \_\_\_\_\_

1. Is your organization a 501(c)(3) public charity as defined by the IRS, unit of government or a religious institution?  Yes  No

If no, please complete the 501(c)(3) Fiscal Sponsor Commitment form.

2. Organization description: (60 word max)

3. List your board members & years of service:

4. Name of Project: (10 word max)

5. Description of Project: (75 word max)

6. Would you like this request listed in the Giving Guide?  Yes  No

7. Project Duration (month/year to month/year): \_\_\_\_\_ to \_\_\_\_\_  
Is this a new project?  Yes  No

8. Population Served \_\_\_\_\_

9. Estimated Number Served: \_\_\_\_\_

10. Geographic Area Served: \_\_\_\_\_

11. Is this program or service offered by any other 501 (c)(3) public charity in the area?  
 Yes  No

12. Describe current collaboration efforts:

13. Amount requested from the Foundation: \$ \_\_\_\_\_

14. Total project budget: \$ \_\_\_\_\_

15. Has this project received prior funding from the Foundation?  Yes  No  
If yes, list grant amounts and year received

Signature: \_\_\_\_\_ Title \_\_\_\_\_

## **PROJECT OVERVIEW**

**A. Project Name:**

**B. What does the project address/support/focus:**

**Goals**

**Actions**

**Long Term Strategy & Funding:**

### Project Budget Information:

List corporations & Foundations that you are soliciting funding from for this project. Include dollar amounts and indicate which sources are committed, pending or anticipated.

_____	\$ _____	<input type="checkbox"/> committed <input type="checkbox"/> pending <input type="checkbox"/> anticipated
_____	\$ _____	<input type="checkbox"/> committed <input type="checkbox"/> pending <input type="checkbox"/> anticipated
_____	\$ _____	<input type="checkbox"/> committed <input type="checkbox"/> pending <input type="checkbox"/> anticipated

### EXPENSES

ITEM	AMOUNT	DETAIL
<b>Salaries &amp; Wages (FT Staff)</b>	\$ _____	_____ FT positions
<b>Salaries &amp; Wages (PT Staff)</b>	\$ _____	_____ PT positions
<b>Insurance, benefits &amp; other related taxes</b>	\$ _____	
<b>Consultants &amp; professional fees</b>	\$ _____	
<b>Equipment – <i>please breakout equipment</i></b>	\$ _____	
<b>Supplies – <i>please breakout items over \$200</i></b>	\$ _____	
<b>Scholarships</b>	\$ _____	
<b>Food Costs</b>	\$ _____	
<b>Travel</b>	\$ _____	
<b>Printing &amp; copying</b>	\$ _____	
<b>Telephone &amp; fax</b>	\$ _____	
<b>Postage &amp; delivery</b>	\$ _____	
<b>Rent &amp; utilities</b>	\$ _____	
<b>Depreciation</b>	\$ _____	
<b>Other – _____</b>	\$ _____	
<b>Other – _____</b>	\$ _____	
<b>Total Expense</b>	\$ _____	

**Equipment Breakout**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Supplies Breakout**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUMMARY OF ANNUAL OPERATING BUDGET

**Income**

<b>Government Grants</b>	\$ _____
<b>Foundations</b>	\$ _____
<b>Corporations</b>	\$ _____
<b>United Way or other federated campaigns</b>	\$ _____
<b>Membership Income</b>	\$ _____
<b>In-Kind Support</b>	\$ _____
<b>Government contracts</b>	\$ _____
<b>Earned Income</b>	\$ _____
<b>Other – _____</b>	\$ _____
<b>Other – _____</b>	\$ _____
<b>Total Income</b>	\$ _____

**Expense**

<b>Salaries &amp; Wages (full time staff)</b>	\$ _____
<b>Salaries &amp; Wages (part time staff)</b>	\$ _____
<b>Insurance, benefits &amp; other related taxes</b>	\$ _____
<b>Consultants &amp; professional fees</b>	\$ _____
<b>Travel</b>	\$ _____
<b>Equipment</b>	\$ _____
<b>Supplies</b>	\$ _____
<b>Scholarships</b>	\$ _____
<b>Food Costs</b>	\$ _____
<b>Printing &amp; copying</b>	\$ _____
<b>Postage &amp; delivery</b>	\$ _____
<b>Rent &amp; utilities</b>	\$ _____
<b>Depreciation</b>	\$ _____
<b>Other – _____</b>	\$ _____
<b>Total Expense</b>	\$ _____
<b>Difference (income less expense)</b>	\$ _____