

**Clearfield County Charitable Foundation**  
**P.O. Box 1442**  
**Clearfield, PA 16830**  
**814-592-7331**

**GRANT APPLICATION GUIDELINES**

The primary function of the Clearfield County Charitable Foundation is to use the entrusted funds locally in the most beneficial manner possible. Grants will be made to agencies/organizations for projects/programs that will benefit the people of Clearfield County.

Competitive grant awards are made from the Foundation's Community Fund and other discretionary funds. The number and size of awards are determined by such factors as contributions received into the Community Fund and investment performance. Grant awards have ranged from \$350 to \$1,000.

Grants are normally made for one year, but may be made for projects/programs intended to operate for more than one year. The Foundation may give priority to projects that seek matching grants, where each Foundation dollar attracts money or resources from other sources. Grants will be announced by January 1<sup>st</sup> of the year following the application year.

Organizations requesting a grant must complete the Application Cover Page. Applications must be received no later than Sept. 29, 2017. Once received, the Foundation will conduct a thorough review of all applications. All applications will be reviewed by the Grant Sub-Committee, which will make its recommendation to the full Foundation Board for final approval.

**Grant Application Criteria:**

1) Required categories of funding include:

- Health,
- Education,
- Social Welfare,
- Public/Urban Affairs,
- Arts/Culture, and/or
- Conservation/Environment

2) Only organizations/agencies qualified under IRS Code Section 501(c)(3), or are otherwise organized for charitable purposes, are eligible to apply for this grant. Proof of IRS determination or other evidence of charitable purpose must be provided with the grant application. Evidence of charitable purpose may include, but is not limited to:

- IRS 501 (c)(3) Determination Letter (or of a parent organization)
- Evidence of application for 501(c)(3) determination
- By-laws (or by-laws of a parent organization)
- Articles of Incorporation
- Mission Statement or Statement of Purpose

- Description of past or current charitable activities
- Other similar evidence of charitable purpose related to the categories of funding listed above

- 3) Organizations/agencies must serve residents of Clearfield County.
- 4) Priority will be given to projects/programs which:
  - Have potential for long-term impact,
  - Have been planned with consideration for Clearfield County's overall needs,
  - Do not duplicate existing services within Clearfield County communities, and/or
  - Will aid residents of Clearfield County that are not already adequately served.
- 5) The history of and use of prior grants will be considered in reviewing new requests.
- 6) Priority will be given to grant applications that request funding for a portion of the project/program rather than those that look to the Foundation as their only funding source.
- 7) Grants will not be made to religious organizations for sectarian purposes, but may be made to support projects/programs, which serve all persons, regardless of faith or creed.
- 8) Grants are not normally provided for ongoing operational expenses.
- 9) Grant recipients must agree to participate in local publicity, which helps to further the purposes of the Foundation and its outreach.
- 10) Grant recipients are required to submit a final report of the project/program funded by a Foundation grant, within 30 days of the completion of the project/program. This report must include:
  - A description of the completed project
  - How the project/program benefitted from the Foundation grant
  - How the organization's mission/purposes were benefitted by the grant
  - How the Foundation's purposes were also benefitted by the grant

Please use the *Grant Project Report Form* that is included with these guidelines. Additional copies may be requested from the Foundation. Failure to submit a grant report could prohibit your organization from receiving funding in the future.

### **Grant Application Procedure:**

Step 1: Complete the *Application Cover Page* (Use the completed form as the Cover Page for your grant application.)

Step 2: Write a concise narrative description (limited to 5 typed pages) of the proposed project for which you are requesting funds. The narrative may be single spaced.

Please use the following outline when preparing your narrative:

A. Agency Information:

- Agency Description - please summarize your organization's history, mission and programs or services provided,
- Population Served – identify those served by your organization, providing such information as gender, age, problems addressed, geographic service area and other relevant factors

B. Purpose for which funds are requested:

- Describe the need for this project in Clearfield County; provide statistics or data to support the need
- Describe the project for which funds are requested; please indicate whether it is a new or ongoing project
- Describe your proposed plan to implement the project, including the start and end date and a timeline for accomplishing key tasks,
- Identify the goals and objectives for this project and the methods/ways to measure them.

C. Funds Requested:

- Clearly indicate the amount of funds you are requesting from the Clearfield County Charitable Foundation.
- Provide the project budget (not your overall agency budget). Include any cash or in-kind support for your program/project from other sources.
- Please use the *Grant Application Budget Form* provided

Step 3: Attach the following documents as appendices to your application. If you have previously submitted these documents, you must resubmit them again with your new application.

- A list of your Board of Directors, including names and organizational affiliation.
- A copy of your organization's IRS determination letter or other evidence of charitable purpose.

**The Clearfield County Charitable Foundation reserves the right to request additional information from applicants, including but not limited to organizational budget information and audited financial statements.**

Step 4: Submit the original and four (4) copies of your grant application and your attachments to:

Clearfield County Charitable Foundation  
P. O. Box 1442  
Clearfield, PA 16830

***Completed applications must be submitted no later than 4 p.m. on Sept. 29, 2017***