

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

GRANT APPLICATION INSTRUCTIONS

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.

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 1st of the year following the application year.

Applications must be received no later than Sept. 25, 2020. 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 one** of the following: evidence of charitable purpose must be provided.
 - Evidence of application for 501(c)(3) determination.
 - By-laws (or by-laws of a parent organization such as a church group or other non-profit)
 - Articles of Incorporation.
- 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.
 - 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 agree to participate in publicity including photos, which helps to further the purposes of the Foundation and its outreach. Publicity will likely include press releases along with information posted on the Charitable Foundation web page and Facebook page.

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 copies of any invoices, order forms etc. if appropriate and have the following information.

- A description and/or photo 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.

The REQUIRED *Grant Project Report Form* will be provided as part of the notification if your project is approved for funding. Failure to submit the REQUIRED *Grant Project Report Form* 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.) along with the Grant Application Budget Form – BOTH FORMS INCLUDED as PAGE 5 and 6 of this grant application document.

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.

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.

The submitted application package should be assembled as follows:

COVER PAGE – Completed **GRANT APPLICATION COVER PAGE** - Page 5 of this application packet

SECOND PAGE – Completed **GRANT APPLICATION BUDGET PAGE** – Page 6 of this application packet

ADDITIONAL PAGES – **PROJECT NARRATIVE** as described in Step 2 of the Grant Application Procedure

Step 4: Submit your grant application, the check list and your attachments by email to cccinfo@yahoo.com or by mail to:

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

Completed applications must be received no later than the end of the business day on **September 25, 2020.**

Clearfield County Charitable Foundation Grant Check-list

Please be sure your grant application contains the following:

- A completed application cover sheet
- Narrative describing the project (information needed is in the grant guidelines)
- A completed application budget form
- List of board of directors for your organization

Application Deadline – September 25th, 2020

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P.O. Box 1442, Clearfield, PA 16830
814-592-7331

GRANT APPLICATION COVER PAGE

Complete this form and include it along with the written narrative, the Grant Application Budget Form, all required documentation as outlined in the *Grant Application Guidelines* and the checklist. The guidelines will assist you in understanding how and under what circumstances the Clearfield County Charitable Foundation awards grants.

Please complete the following:

Name of Organization:

Address of Organization:

Email:

Telephone Number:

Fax Number:

Name of Director:

Name of Project/Program:

Specific Purpose of Project/Program: (Please limit your statement to two sentences)

Grant Category(ies) of Interest:

(Please check all that apply)

Health ___ Education ___ Social Welfare ___ Public/Urban Affairs ___

Arts/Culture ___ Conservation/Environment ___

Dates of Project/Program:

Total Project/Program Cost:

Amount Requested:

Signature of Director: _____ **Date:** _____

Clearfield County Charitable Foundation GRANT APPLICATION BUDGET FORM

Please use the budget format below to describe the costs of the specific project for which you are requesting a grant from the Foundation. Please do not provide an overall agency budget.

Describe each cost category, the amount of funds requested from the Foundation, other funds to be used in the project, and the total cost.

Please refer to the Grant Application guidelines for information on the average range of prior grant awards.

Description of Cost Categories	Requested from the Foundation	Other Funds	Total Cost
TOTALS	\$	\$	\$

This form may be reproduced as needed to include additional information.