**Adams County Community Foundation**

**Adams County Grants**

**Proposal Instructions**

**Instructions** for completing the Adams County Grants **Proposal Summary** The form must be typewritten, completed in full, and the signed original submitted with **thirteen (13) copies**. You may retype this summary page, but it must remain **only one (1) page long**.

**Organization** Please use the full legal name of the nonprofit to which the check will be written if the grant is approved. This is the organization name as it appears on the IRS Letter of Determination of 501(c)(3) status. The **EIN** is on this letter. If you now do business under another name, also submit the supporting documentation.

**What does your organization do?** Use plain language.

**Population served** Do you target a particular vulnerable population? What geographic area do you serve? How many are served annually? Demographics of those you serve.

What do you want grantmoney **for?** What will the grant be spent on?

What do you want to **accomplish** with **this grant?** Summarize your proposal.

**Project Name** 60 characters or less

**Focus Area #** See Guidelines next page

How does this proposal **carry out the intentions** of the **chosen focus area**?

What Adams County residents will benefit from **this grant?** Identify the population served and the number anticipated to **directly benefit** from the project. (While an organization’s services may be available to 101,000 people in the county, a smaller population will directly benefit.)

Project **budget** The total cost that the organization will incur to complete the project. This total should match the total on the Project Budget.

**Amount** of this grant requestRound to the nearest $1,000.Do not request more than the maximum grant amount available in each focus area. This figure should be entered as Revenue on the Project Budget. Show a breakdown of how it will be spent in the Expense portion.

**Contact person** The point person who can answer questions about the proposal. Please provide that person’s direct phone number and email.

**Grant Information Session** Attendance is strongly recommended for first-time applicants. These sessions are held annually prior to the grant deadline.

**Signatures** Signatures from the heads of the staff and governing board are required. (Public school proposals require the Superintendent & Board President signatures.)

The one page Proposal Summary is the **only** page that requires 13 copies.

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The Adams County Community Foundation was created to promote and facilitate charitable giving among people of all means who wish to make lasting and meaningful contributions, and to build a permanent endowment for Adams County. The Community Foundation is working to strengthen our communities through collective philanthropy.

**Guidelines**

The Adams County Community Foundation’s ***Adams County Grants*** program is focused on three areas based on recent community needs assessments, the availability of other community-based competitive grants, and opportunities available to all nonprofits through individual giving.

2020 Focus Areas:

1. Help nonprofits that address the needs of vulnerable residents become more efficient and effective by making operating grants to build capacity. Special consideration will be given to those nonprofits addressing affordable housing, transportation, and economic development. (up to $25,000)
2. Make a meaningful and sustained difference in people’s lives through program grants to nonprofits that help low-income residents move toward self-sufficiency. (up to $25,000)
3. Support significant collaborative projects that advance affordable housing, transportation, and economic development. (up to $30,000)

Application forms are available at [www.adamscountycf.org](http://www.adamscountycf.org).

Use paper clips or binder clips rather than staples. Please do not submit your proposal packet in a binder or folder.

The Adams County Grants program will not:

• Fund organizations outside Adams County, unless it can be clearly demonstrated that Adams County residents will benefit from the funds requested,

* Retire debt,
* Support fund raising events or endowment drives.

**Applications for Capital Campaigns**: Please call (717) 337-0060 to discuss your project and request the Capital Campaign Application packet if your proposal is for building, or major renovation costs, or major equipment.

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Grant proposals will include:

* Organization’s IRS 501(c)(3) determination letter
* Organization’s current BCO certificate. Note the expiration date. (Contact the Bureau of Corporations and Charitable Organizations 717-783-1720 for guidance)
* A typed, completed, signed, single page Proposal Summary with thirteen (13) copies
* A narrative which includes an expanded explanation of the purpose of the organization, the description of the project and the use of the grant, and an evaluation process for the project. The narrative should be no more than 5 pages, 12 pt. type, single spaced, on letter size paper, one-sided. Include the headings (as shown on page 4 of 5) at the beginning of each paragraph.
* A timeline for implementation of the project. Tabs on the online form allow you to choose to report either by calendar or fiscal year.
* A budget for the organization. Select the appropriate tab. Adapt the line items to your needs on the budget form provided. 3-year comparison.
* A budget for the project. Adapt the line items to your needs on the budget form provided. Designate whether each source of revenue is simply **R**equested, **P**ending (anticipated, but without a guarantee), or **C**ommitted (funds are in hand or a letter of intent has been received from the funder). Show how you will spend the grant in the expense portion.
* The most recent IRS Form 990 and independent financial audit (or financial statement if an audit is not done). These may be stapled.
* A list of board members by name, vocation, and county of residence. If retired, what was their occupation? Mark the Executive Director as ex officio if they are nonvoting members of the board.

Mail your proposal to:

Lisa Donohoe, Director of Community Programs

Adams County Community Foundation

25 S. Fourth Street

Gettysburg, PA 17325

Please do NOT drop off your proposal at our office or email it. Mail your proposal to receive a postmark on or before March 15.

**Questions?** Email [lisa@adamscountycf.org](mailto:lisa@adamscountycf.org) or call (717) 337-0060.

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**Adams County Community Foundation**

**Adams County Grants**

**Narrative Format**

Organization Overview (Brief)

* Mission, Clients served (type and number), Accomplishments, Community Support, Collaborations and any supporting information about your organization.

Definition Of The Project

* Briefly describe the project for which you are requesting funding.
* Complete the timeline form provided. Select the tab for either fiscal or calendar year.

Need/Problem To Be Addressed By The Project

* What is the community need this proposal will address?
* If you are serving a target population of people, such as students, what need of theirs are you addressing?

People & Other Inputs

* What people—specific staff or volunteers—will be involved in overseeing and implementing this project?
* How are they qualified to do this work?
* What other resources are needed–facilities, equipment and supplies?
* If the request is for Focus #3, list the collaborators and the expertise or resources they will contribute.

Activities/Strategies

* How will you accomplish the desired outcomes? Measure staff activity?
* What specifically will you do (services) to accomplish the desired outcomes?

Program Outcomes

* What outcomes do you expect to achieve?
* What will be better or improved because of this project?
* How can outcomes be measured? What standards have you established to measure benefits obtained by clients (indicators) and level of achievement of this project?
* How will you evaluate whether or not you accomplished your intended outcomes?

Funding

* What other funding sources will you go to for money or other resources for this proposal?
* What funding will sustain this project in the future?
* How does your board financially support your organization?

Other

* If there is any other information you would like to offer to support your request, please include it here. Please do not send your organization’s brochures.

***Use the underlined headings in your narrative. Submit one (1)****,* ***up to 5 typed pages, single-spaced, one-sided, 12 point type.***

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**Adams County Community Foundation**

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**Proposal Checklist**

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Proposal Summary - Submit the signed original plus thirteen (13) copies.

Submit **one** of each:

\_\_\_\_\_ Narrative

\_\_\_\_\_ Organization Overview

\_\_\_\_\_ Definition of the Project

\_\_\_\_\_ Need/Problem to be Addressed by the Project

\_\_\_\_\_ People & Other Inputs

\_\_\_\_\_ Activities/Strategies

\_\_\_\_\_ Program Outcomes

\_\_\_\_\_ Funding

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Organization Budget - Use our format. Select the appropriate tab. Change line items

to reflect your particular sources of revenue and types of expenses. Provide a 3-year comparison.

\_\_\_\_\_ Project Budget - Include Revenue in the top portion and Expenses in the lower portion. Change line items to reflect particular sources of revenue and types of expenses for this project. Delete line items that don’t apply so it remains a single page.

\_\_\_\_\_ Timeline

\_\_\_\_\_ Board List/Advisory Board List

\_\_\_\_\_ 990/Audit/Financial Statement

\_\_\_\_\_ IRS Letter of Determination of 501(c)(3) status

If none, submit your website screenshot and explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Bureau of Corporations and Charitable Organizations (BCO) certificate

Explain if exempt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other items pertinent to your proposal may include: job descriptions, strategic plans, board resolutions, estimates, approvals, agreements, etc.

\_\_\_\_\_ Letters of Support / Memorandums of Understanding (Required for projects involving collaboration with other organizations. These should detail the resources and expertise each party will contribute.)

\_\_\_\_\_ Interim Report on currently funded project (Required only if you received an Adams County Grant in the prior year and have not yet submitted a Final Report.)

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(rev. 01/2020)