Greenbelt

COMMUNITY FOUNDATION

**PROPOSAL SUBMISSION GUIDELINES**

(Download as a Microsoft Word Document in order to complete the application)

The Greenbelt Community Foundation (GCF) welcomes grant applications for amounts ranging from $500 to $5,000. We are interested in funding worthwhile new or continuing projects or programs provided by nonprofit organizations and cooperatives that serve Greenbelt citizens. The project or program should enhance the vitality of Greenbelt in the following areas:

* Cultural
* Artistic
* Recreational
* Social or
* Environmental vitality of Greenbelt and

And it should:

* Benefit residents in all parts of Greenbelt
* Can be fully completed or has a clearly defined milestone that is completed by the end of the grant year.

**CRITERIA**

Applications will be reviewed and evaluated based on the following criteria:

* Value to Greenbelt
* Clarity of plan
* Feasibility of approach
* Qualifications of administrators and service providers
* Likelihood of success
* Potential for sustainability (if planned)

**ELIGIBILITY**

* + 1. To be eligible for funding, your organization should be a 501(c)(3) nonprofit organization or cooperative. If you don’t meet this requirement, you must find a qualifying organization to act as your fiscal agent.

A **fiscal agent** is an organization that is already a tax-exempt non-profit or not-for-profit cooperative that will act as a financial sponsor for your organization’s project. The fiscal agent’s mission should be in line with your organization’s mission and the submitted application needs to include the fiscal agent’s mission statement and a copy of the fiscal agent’s IRA Determination letter.

Please note that the GCF also requires that the fiscal agent and the organization must provide a written agreement that includes the fiscal agent is aware and is in support of this project, outlines the distribution method that will be used to provide the funds to the program, and ensures the fiscal agent will pass the funds onto the organization upon request.

* + 1. Government agencies and organizations such as schools and the city are not required to submit a tax-exempt document **nor find a fiscal agent** as the board accepts that these entities are, by their nature, tax-exempt.
		2. A current grant recipient will need to wait 12 months from award date before it is eligible to apply for a new grant. Recipients of past grant awards must have submitted a **final report** to the GCF Board of Directors in order to  apply for a new grant. This final report is due no later than 14 months after receiving GCF’s email notification of the acceptance of the grant.

**REVIEW PROCESS**

Complete proposals will be reviewed by the Foundation’s Proposal Review Committee which sends its recommendations to the Board of Directors to make the final decisions.  Award checks for the spring cycle are generally made in summer while those for the fall cycle are made in winter. Proposals are due by midnight April 15 and October 15 of each year.

**SUBMISSION INSTRUCTIONS**

To ensure that all your documents submitted correctly and easily reviewed, please combine all documents such as application, budget, tax-exempt letter, letters of support, etc. in one document and number each page consecutively. Please label this document “[YOUR ORGANIZATION NAME]\_application for GCF.”

(Simple ways to do this: with the application in Word, you may either place all documents into the Application Word Document or print the completed application, compile it along with the other required documents in order as asked in the application, hand number each page, then scan all so they are one document.)

Please email completed proposals by midnight April 15 or October 15 to: GreenbeltCommunityFoundation@gmail.com.

Email GCF at GreenbeltCommunityFoundation@gmail.com if you have questions or need assistance with your proposal.

**Grant Application Form**

*Greenbelt Community Foundation*

*Application Deadlines – April and October 15*

*Please typed your information directly into this document. Save it as a Microsoft Word document. Combine all documents such as application, budget, tax-exempt letter, letters of support, etc. in one document and number each page consecutively. Please label this document “[YOUR ORGANIZATION NAME]\_application for GCF.” Email to GreenbeltCommunityFoundation@gmail.com by midnight of April 15 or October 15.*

**Name of Person Completing this application: Date:** Click here to enter text.

Click here to enter text.

**Title**: Click here to enter text.

**Organization**: Click here to enter text.

**Street Address:** Click here to enter text.

**City**: Click here to enter text. **State**: Click here to enter text. **Zip**: Click here to enter text.

**Phone**: Click here to enter text. **Email**: Click here to enter text.

**Website**: Click here to enter text. **Facebook Page**: Click here to enter text.

**Other Social Media**: Click here to enter text.

**Type of Organization:**

[ ]  501(c)(3) Non Profit Organization - Federal tax-exempt number Click here to enter text.

[ ]  Not for Profit Cooperative - Federal tax-exempt number Click here to enter text.

[ ]  Other – If not a tax-exempt organization or cooperative, you must provide documents from a qualifying organization willing to act as the fiscal agent for the project. These documents must include the following:

 1) The fiscal agent organization’s mission statement,

 2) A copy of the its current IRS determination letter,

3) A written agreement that clearly states that the fiscal agent organization is in support of this project, describes the distribution method that will be used to provide the funds to the program, and states that the fiscal agent will pass the funds onto the organization upon request

**Fiscal Agent Information: Federal tax-exempt number**: Click here to enter text.

**Organization**: Click here to enter text.

**Chair/President:** Click here to enter text.

**Street Address:** Click here to enter text.

**City**: Click here to enter text. **State**: Click here to enter text. **Zip**: Click here to enter text.

**Phone**: Click here to enter text. **Email**: Click here to enter text.

**Signature (Electronic is acceptable):**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Continue to next page**

**Brief Description of the Organization**: (1 paragraph):

Click here to enter text.

**Title of Proposed Project**: Click here to enter text.

**This project/program is:**

[ ]  New

[ ]  Existing

**Brief Description of the Project**: (1 paragraph):

Click here to enter text.

**Project target area (check all that apply):**

[ ]  Greenbelt East [ ] Greenbelt West [ ]  Center Greenbelt

**Amount of Funding Requested:** $Click here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIRED ATTACHMENTS:**

[ ]  Brief history of the organization with recent accomplishments

[ ]  Names, roles and qualifications of administrators and service providers key to the success this project.

[ ]  List of current board members.

[ ]  Organizational budget for this year including income and expense (do not include funding requested in this application).

[ ]  Project/Program Budget – organized by income and expense. Must include: highlighted and itemized project/program costs specifically to be funded by GCF; other sources of funding for the project/program and whether the funding is secured or pending; and inkind donations of material or services.

[ ]  Project Description (up to 3 pages) specifically addressing:

* Objectives of the project/program and its expected impact on Greenbelt residents.
* Who does the project/program serve - ages, gender, and location.
* Specific steps to be taken to implement the project.
* How will evaluate the project/program?
* What are your measurements for success?
* Project timeline including start date, end date, and important milestones.
* If the project is to continue for more than one year, what plans are you considering for future funding?

[ ]  Copy of your organization’s current IRS tax-exempt determination letter with federal tax-exempt #.

[ ] If a fiscal agent is being used, then include a document from the qualifying organization willing to act as the fiscal agent for the project. This document must include all items 1), 2), & 3) listed above under “**Type of Organization**”.

*Proposals are evaluated based on responses to the questions above. Any additional material provided will likely not be helpful.*

*Proposals will be evaluated using the categories: Value to Greenbelt, Clarity of plan, Feasibility of approach, Qualifications of administrators & service providers, Likelihood of success, and Potential for sustainability (if planned). Each category is weighted equally. If your proposal is selected for an award, a final report on your project, including photos and accounting for the expenditure of the grant funds, is required at the conclusion of the project.*