

Community Grants Program

Supporting Valley Communities!

2012 Grant Guidelines



Affiliated with

The Community Foundation *for* Greater New Haven

The Community Grants Program

The Valley Community Foundation (VCF) was established in 2004 to serve Ansonia, Derby, Oxford, Seymour and Shelton. Since then, we have dedicated ourselves to making the Naugatuck Valley a better place to live and work, both now and in the future. VCF's Community Grants Program (formerly known as Valley Small Grants) is rooted in The Community Foundation *for* Greater New Haven's Neighborhood Leadership Grant Program. It provides funding up to \$3,000 to assist organizations in carrying out their civic agenda, and to support the development and implementation of projects that will improve the quality of life in the Valley.

Who is not eligible to apply?

Agencies with more than 2 full time staff (or more than 4 part time staff) and for-profit organizations are **not** eligible to apply for a grant under the Community Grants Program. Municipalities may serve as the fiscal agent for qualified applicants.

What projects are eligible for funding?

Activities that qualify for funding under these grants include, but are not limited to, the following:

- **Self-sufficiency Projects** - collective buying clubs, farmers markets
- **Neighborhood identity and pride** - fairs, festivals, house and garden tours
- **Beautification Efforts** - mural painting, clean-ups, upgrading playgrounds and public spaces
- **Youth Initiated Projects** - youth fairs, discussion groups, school club activities, dances
- **Youth Enrichment** - leadership development, mentoring, tutoring
- **Athletic Activities** - uniforms, athletic equipment, transportation
- **Trips** - must be educational
- **Skill Learning Opportunities** - workshops, speakers, seminars
- **Elderly and Parent Activities**

What types of requests are not eligible for funding?

The Community Grants Program will **not** fund requests for:

- Staff Salaries
- Recreational trips (example: trips to Great Adventure, etc.)
- Gas Grills or coolers

Budget Terms & Definitions:

Other Sources of funding = Money for this project that comes from anywhere else. The Foundation looks favorably on projects with funding from other sources.

Donations = If your project gets equipment, supplies, labor for which you will not have to pay, also known as in-kind donations.

Equipment = Includes **reusable** items such as bats, team t-shirts, uniforms, tables and chairs.

Supplies = Includes food, refreshments, napkins, paper cups, paper plates, arts & crafts supplies and paper.

***Contractual services/labor** = May include, as examples, a speaker, an electrician installing electricity at a podium, security staff for a dance. The Community Program does not pay stipends or salaries (examples of stipends or salaries are payments to coaches, referees, student workers, teachers, etc).

Transportation = The Community Program will pay for the rental of buses or mileage.

Insurance = A grant recipient can purchase a rider to an insurance policy awarded to a social service agency or a religious organization to cover the event being funded.

What is the application process and deadline?

- **Applications with all attachments must be submitted by 12:00 pm on Friday, February 24, 2012** Applicants are encouraged to submit the completed application electronically to Laura E. Falanga at lfalanga@cfgnh.org. If you are not able to submit an application electronically, completed applications may be mailed or hand delivered by the deadline to Laura E. Falanga re: VCF Community Grants Program c/o The Community Foundation for Greater New Haven, 70 Audubon Street, New Haven, CT 06510
- **Applications submitted after the deadline will not be considered.** Applications without budget forms or containing incorrect totals will be considered incomplete, as will applications without a filled-out and checked Anti-Discrimination Policy form (see application packet).
- **A Letter of Support is required if you are partnering with another organization or community group.** A standard Form Letter of support is attached to the application (see last page).
- This grant program is not a source of on-going funding. However, The Valley Community Foundation recognizes that more than one year of support may be needed for a group to build capacity. For this reason, groups that received a grant in the past are welcome to re-apply.
- **All applicants who have received funding in previous years need to be up-to date on grants reports in order to receive new funds. Applications will not be accepted if the group has outstanding Terms of Grants, reports and/or receipts.**
- **Please do not submit any item which is not requested in the application.**
- **Incomplete applications WILL NOT be considered.**

Who do I contact with questions?

Please direct any questions about the application and requests for technical assistance with completing the application to Laura E. Falanga, Administrative Assistant, via email at lfalanga@cfgnh.org or by phone at 203-777-7084.

When will I know if I was awarded a grant?

Applications will be reviewed and decisions made in May. Applicants are encouraged to periodically check the Valley Community Foundation's website for updates. All applicants will be personally and directly notified as to the decision of the VCF Board of Directors about their application.

Please keep in mind that VCF will **not** make checks out to individuals. If your group does not have legal nonprofit status (501(c)3 or other nonprofit status and you are not using a fiscal agent, you will need to establish a bank account in the name of your group/organization. You can also form a relationship with a 501(c)3 organization to serve as your fiduciary agent.

Please Note: If you choose to work with a fiscal agent, they must submit a letter acknowledging and accepting that obligation. Please use the sample letter of support which is included with the application forms (see last page).