

## **PLAINVILLE COMMUNITY FUND GRANT APPLICATION PROCESS**

### *HOW DOES IT WORK?*

The Advisory Council of the Plainville Community Fund will select a Distribution Committee for the fund. At this time, all applications which have been submitted by the proper deadlines and fit the criteria as stated will be considered.

The process should start with an informal discussion with the Main Street Community Foundation's Program Director at 860-583-6363. If funds are available and the concept addresses the Plainville Community Fund's mission, current priorities, or the purpose of the Fund available, the applicant will be encouraged to submit a full proposal.

Once this is received, the proposal will be held at the Foundation office until the next meeting of the Plainville Community Fund's Distribution Committee. This could take a number of weeks, but once the decisions have been made, all applicants will be notified.

**Please send seven copies of your proposal, no longer than five pages:**

- 1.) The completed cover sheet that we have provided.**
- 2.) A narrative** which would include:  
A description of the project to be funded including plan for implementation, evaluation, and long-term financing if necessary. The description should also address how the agency will be collaborating with others in the community on this project to expand its effect.
- 3.) A budget** for the project you wish to have funded, as well as your total operating budget for the last and current fiscal year.
- 4.) A copy of your IRS ruling letter** to verify your agency's tax exempt status.
- 5.) A list of the Board of Directors** or those responsible for your organization.

**ANY PROPOSALS WHICH DO NOT CONTAIN ALL OF THE ABOVE-LISTED ITEMS WILL NOT BE CONSIDERED FOR THE CURRENT FUNDING CYCLE.**

## **PLAINVILLE COMMUNITY FUND GRANT GUIDELINES**

### **INTRODUCTION**

The Plainville Community Fund is a Community Fund at Main Street Community Foundation serving the residents of Plainville. Donors give to the Fund with the security of knowing that their gifts will be protected with competent, prudent management and distributed to meet the changing needs of the Plainville community. Programs and policies of the Fund continually evolve in order to remain responsive to the community.

### **BASIC ELIGIBILITY**

Grants are made to either a public institution or private tax-exempt organization engaged in charitable activities defined by Section 501 (c)(3) of the Internal Revenue Code. Either the organization or the program for which funding is requested, must be located in Plainville and be of benefit to Plainville residents. Strong documentation must be provided from out-of-area agencies that individuals from Plainville are served, and such requests will be evaluated on a case-by-case basis.

### **GRANTMAKING CATEGORIES**

Each year the Plainville Community Fund Advisory Council will meet to establish funding priorities based upon the special needs of the Plainville Community. Presently the Fund will focus on the following fields: community outreach, arts/culture, youth programs, education, health, human services, and environment. Requests which address these needs will be given priority. Additionally, each request will have to include stated outcomes and criteria by which they will be evaluated.

In general, grants are made for future, planned expenditures and not to cover operating deficits or previously incurred obligations. As stated above, the Plainville Community Fund is interested in many fields of community activity and favors new, pilot, or enhanced programs designed to meet the needs of the Plainville community.

Grants for capital expenditures will be given consideration if the project is designed to directly benefit programs which meet the fund's guidelines. The Plainville Community Fund at its sole discretion may provide outright grants, challenge grants, or grants which require matching funds.

**PROJECTS NOT FUNDED**

Projects not generally funded by the Fund include, but are not limited to the following: Operating/budgets deficits, day-to-day operating expenses, previously incurred obligations, fundraising events, endowments, research, political and/or lobbying activities, property repairs and maintenance, loans and memorials.

Grants will not be made to governmental agencies unless it is determined that overriding special circumstances exist. If a requesting organization exists on tax-based funding, the Fund will treat each request on a case-by-case basis, and evaluate the particular nature and need expressed in their proposal. Religiously affiliated or supported organizations may solicit grants for secular non-sectarian projects, however, grants for religious activities will not be entertained.

APPLICATION DEADLINES: MARCH 15th.

General grants are usually given by the Fund once a year based on available funds. Current application deadlines are March 15th.

Grant making decisions for all general grant funds will be made by June 15<sup>th</sup>. Repeat requests from agencies are certainly welcome. If an agency's request for funding is approved two years in a row, the agency is asked to wait one year before submitting another request for funding

Please submit your application for all funds using the attached application forms. If you have any questions about this process, or about the Plainville Community Fund, please call Jarre Betts at the Main Street Community Foundation office at (860) 583-6363.

