

Walter Cerf Community Fund (2019)

Vermont Community Foundation

GUIDELINES

The Walter Cerf Community Fund makes grants to address charitable needs in the state of Vermont. Priority interests are the arts, education, historic preservation, and social services, reflecting the pattern of giving established by Mr. Cerf over many years. Within these issue areas, the fund's advisors have a strong desire to support work that addresses the needs of underserved populations.

The Fund prefers proposals that encourage cooperation, collaboration, and community building. It will rarely fund an entire project, but instead favors projects that have support from a variety of sources. Applicants seeking funding for historic preservation projects are encouraged to consult with the Preservation Trust of Vermont before submitting an application.

Geographic criteria:

The Committee will make grants to organizations that are a) located in and serving the Addison County and Brandon area, or b) serving a statewide constituency and making a unique contribution to Vermont. Approximately 70% of funds available will be awarded to programs and projects in the Addison County/Brandon area; the remaining 30% of available funds will support statewide programs and projects. *Organizations must be serving Addison County/Brandon to be eligible to apply for the large grant (up to \$25,000).*

Please click here to visit the Walter Cerf Community Fund webpage to view the full guidelines.

2019 Deadline: 5:00 p.m. on Friday, June 7.

Helpful hints for completing this application:

- Character limits include spaces.
- The size of text boxes can be adjusted by dragging on the lower right corner.
- Scroll down to the bottom of the page to access the "Save" and "Submit" buttons.
- The Online Grants Manager will log out after 90 minutes of inactivity so save often.
- Create a PDF version of your application, including attachments, via the "Application Packet" button at the top of the page.

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager. If you are viewing a PDF version

of the application questions, please note that you must log on to your online account to access the online form at www.vermontcf.org/OGM. Applications will not be accepted by mail or email.

We are happy to answer questions. Please contact 802-388-3355 ext. 222 or grants@vermontcf.org.

APPLICATION QUESTIONS

Project Title*

Character Limit: 100

Amount Requested*

Small grant: Minimum \$500/Maximum \$5,000

Large grant: Maximum \$25,000

Character Limit: 20

Identify which geographic criteria applies to your application.*

Choices

Addison County and/or Brandon

Statewide

Request Summary*

Please provide a brief 2-3 sentence description of your request.

Character Limit: 300

Organization Summary:*

Provide a brief summary of your organization's mission, history, current services, and relationship to similar groups in Vermont.

Character Limit: 1200

Grant History*

Has your organization received funding within the last three years from the Walter Cerf Community Fund?

Choices

Yes

No

Grant History Details

If you answered "yes", please specify the year, grant amount, and a brief description of what the grant funding helped support. In addition, you must upload a copy of your most recent grant report in the Attachments section below.

Character Limit: 300

Project Description*

Describe the project for which funding is requested, demonstrating the need for this activity/service in Vermont and the way in which you intend to accomplish your goal(s).

Character Limit: 1800

Tell us what you hope the practical results of your project will be.*

How, in two years, will it be apparent that this grant made a difference?

Character Limit: 1200

How will this project be integrated with other community efforts?*

Explain how you are working with others to address the identified need. If you are not collaborating, please explain why.

Character Limit: 1200

List the personnel who will work on the project and their qualifications.*

Character Limit: 900

Explain the timetable you have set to achieve your objectives.*

Character Limit: 900

Total Project Budget:*

Enter your total budgeted expenses

Character Limit: 20

Have you received or applied for funds from other sources?*

Choices

Yes

No

Please explain your answer to the previous question.*

If you answered "yes", please provide a brief list (including funding source and amount) of what funds have been committed or are under consideration for this project. If you answered "no", please explain why.

Character Limit: 600

What plans do you have for continued funding of this project, if it is to last more than one year?*

Please be as specific as possible.

Character Limit: 600

Budget Narrative (Optional)

Use this section to provide additional information to help us understand your project or organizational budget.

Character Limit: 600

Bonus Words (Optional)

What else should we know about the project that we didn't ask?

Character Limit: 1000

APPLICANT STATUS

What status best described the applicant?*

Choices

Registered 501(c)(3) nonprofit

Municipal entity (i.e., town, public school or district, or other municipal department or agency)

Church or religious group

Fiscal Sponsor/Other - Please provide details below

Use this space to provide additional information about your organization's status. (If Applicable)

If you have a fiscal sponsor -- or if you operate under the umbrella of a larger registered nonprofit -- provide their name below.

Character Limit: 100

Fiscal Sponsorship Form (If Applicable)

Our grants must be paid to a registered 501(c)(3) nonprofit, church/religious group, or town/municipal agency. **If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor.** Download a blank **Fiscal Sponsor Agreement form** (click on the blue words for the download link) and forward it to your fiscal sponsor to print, fill out, and sign, then upload it below. If you have questions, please contact 802-388-3355 ext. 222.

Upload a scanned copy of your signed Fiscal Sponsor Agreement here.

File Size Limit: 2 MB

ATTACHMENTS

We require all budget attachments be saved in PDF file format. Sample budget documents can be downloaded from the Community Foundation's website -- visit our Online Grants Center FAQ for more details. If you have questions about the attachments, please contact 802-388-3355 ext. 222.

Project Budget (PDF format)*

Upload a PDF copy of your itemized project budget. You should include both expenses and revenue, including pending and secured support.

File Size Limit: 1 MB

Organizational Budget - Current Fiscal Year (PDF format)*

Upload a PDF copy of your organization's operating budget for the current fiscal year.

File Size Limit: 1 MB

Financial Statement - Previous Fiscal Year (PDF format)*

Upload a PDF copy of your organization's financial statement for the most recently completed fiscal year, including your Balance Sheet and Profit/Loss statement. If you have a fiscal sponsor, you have the option of uploading their financial statement.

File Size Limit: 5 MB

Board of Directors (PDF or Word format)*

Upload a list of your current Board of Directors. This list should include each board member's town of residence.

File Size Limit: 1 MB

Grant Report (If Applicable)

If you received a grant in the past three years, you must attach your most recent grant report to this application.

The grant report is an online form and is assigned to you in the Online Grants Manager as a "Follow-up" form connected to your previous grant application. It can be accessed from your account dashboard. If you are ready to report on your grant, please complete and submit this form. If you have not yet completed your project, please fill out as much of the form as you can and save it as a draft. **Once you've saved or submitted the form, you will need to press the "Follow-Up Packet" button at the top of the form to create and save a pdf copy of your report that must be uploaded here.**

If you have questions, please contact 802-388-3355 ext. 222.

File Size Limit: 4 MB

Support Materials #1 (Optional)

This space may be used to upload additional support materials, such as a letter of support, photo, brochure or other promotional material.

File Size Limit: 3 MB

Support Materials #2 (Optional)

This space may be used to upload additional support materials, such as a letter of support, photo, brochure or other promotional material.

File Size Limit: 3 MB

SAVE AND SUBMIT

2019 Deadline: 5:00 p.m. on Friday, June 7.

By submitting your application to the Vermont Community Foundation, you give us permission to share your application with other potential funders, both individuals and foundations.

Thank you for applying and for your important work in our community.