

# Green Mountain Fund

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## *Vermont Community Foundation*

### ***FUND GUIDELINES***

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The Green Mountain Fund is interested in supporting projects where a modest grant will make an impact by leveraging a new idea or other dollars. Our focus is on programs and projects that are helping to **close the opportunity gap** by providing all Vermonters with access to: affordable, high-quality early care and learning, strong family support resources, and/or healthy and vital communities. The Fund has preference for projects in Eastern Lamoille County and the neighboring communities of Craftsbury, Greensboro, and/or Hardwick and through our grantmaking, we aspire to respect and protect the environment in the region.

In general, the Green Mountain Fund is not interested in supporting capital campaigns, normal operating expenses, or deficit funding. However, occasional exceptions are made for special projects and/or certain circumstances such as: compelling circumstance that would be effectively addressed by a one-year operating grant; the positive impact that a one-time operating grant will have on the organization; or reasonable funding plan following one-year Vermont Community Foundation grant.

Eligible applicants must be nonprofit organizations, schools, or municipal entities. Applicants must employ staff and provide services without discrimination on the basis of race, religion, sex, age, national origin, disability, gender identity, or sexual orientation.

Grant decisions are typically made 6-8 weeks following your application submission. Please plan accordingly when submitting your proposal—if your proposal is time sensitive, contact Foundation staff in advance of submission.

**All applications must be submitted electronically to the Vermont Community Foundation through the Online Grants Manager.** Applications will not be accepted by mail or email. If you have questions, please contact [grants@vermontcf.org](mailto:grants@vermontcf.org) or 802-388-3355 ext. 222.

#### Helpful Hints:

- Character limits include spaces and punctuation.
- Include relevant data to support your responses to the application questions.
- Be sure to save your work frequently by clicking the "Save" button at the bottom of this page.

## TYPE OF GRANT

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### The Green Mountain Fund makes grants in two sizes:

Mini Grants (\$500 - \$1,000)

Sustaining Grants (\$1,001 - \$5,000)\*

Green Mountain Fund grants support projects that:

- increase access to opportunity for low-income youth and families,
- connect people to the environment around them in ways that encourage stewardship and respect; and/or
- increase opportunities for positive social interaction
- increase health and wellness of children and families.

\*Sustaining Grants support longer-term projects typically spanning a six-month to one-year timeline. Funding will be considered for infrastructure, equipment, or strategic initiatives in the grantmaking region.

### Choose the type of grant you are seeking:\*

#### Choices

Mini-Grant (\$500 - \$1,000)

Sustaining Grant (\$1,001 - \$5,000)

**If you are applying for a Mini-Grant**, please complete Part 1 of this application.

**If you are applying for a Sustaining Grant**, please complete both Part 1 and Part 2 of this application.

## PART 1A: ALL APPLICANTS: Required Questions

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### Project Name\*

*Character Limit: 250*

### Amount Requested\*

Enter the dollar amount requested in the space below. Your request should fall within the stated range for the type of grant you are seeking.

Mini-Grant: \$500 - \$1,000

Sustaining Grant: \$1,001 - \$5,000

*Character Limit: 20*

### Project Summary\*

In one phrase or sentence, summarize what kind of support you are requesting.

*Character Limit: 200*

**Target Population\***

*Character Limit: 100*

**Choices**

- Adults
- Children and Youth
- Elderly
- Families
- Multiple Ages

**Program Area\***

**Choices**

- Arts and Culture
- Climate Resilience
- Closing the Opportunity Gap
- Community Benefit
- Education
- Environment
- Health
- Other
- Social Services
- Working Lands

**Geographic Area\***

Which town(s) will be served by your project?

*Character Limit: 120*

**Project Description\***

Provide a detailed description of the project. Make sure to include specific details about the following: issues addressed, population(s) served, and project goals.

*Character Limit: 1800*

**When will this project happen? What is the basic timeline?\***

Please include the start and end dates, and indicate whether these dates are firm or flexible.

*Character Limit: 600*

**Project Budget - Total Amount\***

*Character Limit: 20*

**Organizational Budget - Total Amount\***

List the annual operating budget for the applicant organization. (For smaller groups, the project budget may be the same as the organizational budget.)

*Character Limit: 20*

**Choose the best category to describe the applicant:\*****Choices**

- Public School
- Town or Municipality
- Registered 501(c)(3) nonprofit
- None of the above

If you answered "None of the above", explain briefly:

*Character Limit: 200*

**Grant History (Green Mountain Fund)\***

Has your organization or project received a grant from the Green Mountain Fund in the past four years?

**Choices**

- Yes
- No

**Summary of Past Grants (Green Mountain Fund)**

If you answered yes, for each grant received from the Green Mountain Fund in the past four years, please list the year, amount awarded, and the project title, and provide a brief summary (1-2 sentences) of the activities and outcomes.

*Character Limit: 900*

***PART 1B: ALL APPLICANTS: Attachments***

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

**Project Budget - Detail\***

Upload a PDF copy of your itemized project budget. You should include both expenses and revenue, and identify whether your funding is pending or secured.

*File Size Limit: 1 MB*

**Fiscal Sponsorship (If applicable)**

Our grants must be paid to a registered 501(c)(3) nonprofit or public entity, such as a town, public school, or state agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. Please type the name of your fiscal sponsor below and upload a scanned copy of your signed Fiscal Sponsor Agreement.

A blank Fiscal Sponsor Agreement form can be downloaded from the Community Foundation's

website -- visit our Online Grants Center for more details, and please contact 802-388-3355 ext. 222 with any questions.

*File Size Limit: 1 MB*

**This is the end of Part 1.**

**If you are applying for a Mini-Grant**, this is the end of your application. You will need to scroll down to the bottom of the page to access the "Save" and "Submit" buttons.

**If you are applying for a Sustaining Grant**, please continue to Part 2 and answer all of the questions (2A) and attach all requested documents (2B).

## *PART 2A: SUSTAINING GRANTS - Required Questions*

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### **Organization Summary:**

Provide a brief summary of your organization's mission, history, and recent accomplishments.

*Character Limit: 1200*

### **What process did you use to determine your project's goals?**

Please specify if the constituents you serve were a part of that process.

*Character Limit: 900*

### **How will you measure success in reaching your project goals?**

We want to know that your community is better off because of your work. Please discuss both the direct impact and the broader community impact of your work as laid out in this proposal.

*Character Limit: 1800*

### **Project Budget Narrative:**

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

*Character Limit: 900*

### **How will you ensure the financial sustainability of your organization and/or program over time?**

*Character Limit: 900*

## ***PART 2B: SUSTAINING GRANTS - Required Attachments***

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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 for more details. If you have questions about the attachments, please contact 802-388-3355 ext. 222.

### **Organizational Budget (PDF format)**

Upload a PDF copy of your organization's itemized operating budget for the current fiscal year, as approved by your board of directors. (If you have a fiscal sponsor, you have the option of uploading their organizational budget instead of your own.)

*File Size Limit: 4 MB*

### **Board of Directors (PDF or Word format)**

Upload a list that includes the name and town of residence for each member of your current governing body (board of directors, school board, or select board).

*File Size Limit: 1 MB*

*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.*