

# Northeast Kingdom Fund (2018)

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*Vermont Community Foundation*

## **GUIDELINES**

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**Please review the full guidelines for this grant program on the Northeast Kingdom Fund webpage.**

The Northeast Kingdom Fund awards modest grants that can leverage a new idea or other grant dollars or make possible a project or idea that will benefit the people and communities of the Northeast Kingdom.

In general, the fund is not able to support capital campaigns, normal operating expenses, or deficit funding.

Applicants must demonstrate that the beneficiaries of a grant from the Northeast Kingdom Fund will be the people and communities of the Northeast Kingdom.

Eligible applicants must be nonprofit organizations whose primary service area is in the Northeast Kingdom or schools or municipal entities located in Orleans, Essex, or Caledonia counties. 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.

### **Helpful hints for completing this application:**

- Character limits include all spaces and punctuation.
- 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.
- Attachments must be in PDF format. Sample budget templates are available on our website by **clicking here**.

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](http://www.vermontcf.org/OGM)**. Applications will not be accepted by mail or email.

**Applications must be submitted by 5:00pm on Wednesday, September 5, 2018.**

If you have questions or technical issues, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

**If you are applying for a Mini-Grant (\$500-\$1,000)**, you are required to complete Part 1 of this application.

**If you are applying for a Development Grant (\$1,001-\$5,000)**, you are required to complete both Part 1 and Part 2 of this application.

## *PART 1: ALL APPLICANTS: Required Questions*

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### **Project Title\***

*Character Limit: 100*

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### **Choices**

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

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

### **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

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

*Character Limit: 20*

### **Project Summary\***

Briefly summarize the project for which you are requesting support. This short summary may be used in publications or shared with other donors.

*Character Limit: 200*

### **Geographic Area Served\***

Briefly explain the geographic area that will be served by your project in the space below. If appropriate, list town names -- but it is not necessary to list all towns for county-wide projects.

*Character Limit: 200*

### **Choose each Northeast Kingdom county served by your project.\***

#### **Choices**

Caledonia County

Essex County

Orleans County

### **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*

### **Project Alignment\***

Which, if any, of the Vermont Community Foundation's strategic focus area(s) does your project serve? Read about our strategic focus areas by clicking here:

<https://www.vermontcf.org/Portals/0/Uploads/Documents/OppGapStrategicFocusAreas.pdf>

#### **Choices**

Early Care and Learning

College and Career Training

Support for Youth and Families

Community and Economic Vitality

Which, if any, of the Northeast Kingdom Collaborative's priority area(s) does your project serve? Read about the regional priorities by clicking here:

<https://www.nekcollaborative.org/about/priorities/>\*

*Character Limit: 200*

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

*Character Limit: 600*

### **Project Budget - Total Expenses\***

*Character Limit: 20*

### **Project Budget - Detail (Required Attachment)\***

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

*File Size Limit: 2 MB*

### **Organizational Budget - Total Amount\***

What is the applicant's total operating budget for the current fiscal year? (For smaller groups, the project budget may be the same as the organizational budget.)

*Character Limit: 20*

### **Grant History\***

Did your organization receive funding in the last two years from the Northeast Kingdom Fund?

#### **Choices**

Yes

No

**If you answered yes, please specify the amount and years.**

*Character Limit: 45*

**Grant Report Attachment (Required, if applicable)**

If you received a grant from the Northeast Kingdom Fund in the last two years, please upload a copy of your most recent grant report.

Your grant report is an online form that is assigned to you in your Online Grants Manager account as a Follow-up form connected to your previous grant application. It can be accessed from your dashboard. Once you've completed the report form, please select the option at the top of the form to create a "Follow-Up Packet" of your final submitted report and upload that pdf here in your new application.

If you are not finished with your project, you may submit an interim report with your new application. For further instructions or if you have questions, please contact 802-388-3355 ext. 222.

*File Size Limit: 5 MB*

**What status best describes the applicant?\***

**Choices**

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

Registered 501(c)(3) nonprofit

Church or religious group

Other - Please provide details in your answer to the next question.

**If you answered "other", please explain the applicant's status: (If applicable)**

For example, if you operates under the umbrella of a larger registered nonprofit or need to use a fiscal sponsor, use this space to provide additional details.

*Character Limit: 100*

**Fiscal Sponsor Form (If applicable)**

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

**Upload a scanned copy of your signed Fiscal Sponsor Agreement below.**

**You must use the official VCF Fiscal Sponsor Agreement form.**

*File Size Limit: 1 MB*

## Attach a Photograph (Optional)

With your grant application, we strongly encourage you to submit a photograph from your organization (e.g. program activities, organization's building, etc.) ("Your Photograph"). If selected, Your Photograph will be used in conjunction with your application and shared with other potential funders.

Please attach Your Photograph in a .jpg file that is a minimum of 100KB and a maximum of 2MB and share a short caption below.

*Character Limit: 200 | File Size Limit: 2 MB*

## Photograph License and Release (If applicable)

If you are attaching a photograph, please indicate your acceptance of the terms below:

You hereby grant to the Vermont Community Foundation (VCF) an unrestricted license to use and publish Your Photograph in VCF communications material in any and all manner and media. You hereby represent that you have permission to grant these rights (please make sure you have a signed photo release on file for any identifiable subjects in the photograph you submit). You hereby release the VCF and its employees from any and all claims and/or liability related to Your Photograph.

### Choices

I agree

I do not agree

## Letter of Support (OPTIONAL ATTACHMENT)

You may use this space to attach an optional letter of support.

*File Size Limit: 2 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 Development Grant**, please continue to Part 2 and answer all of the questions (2A) and attach all requested documents (2B).

## *PART 2A: DEVELOPMENT 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*

### **Key Partners**

Describe any partnerships or collaboration with other organizations that will take place as part of this project

*Character Limit: 250*

### **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: DEVELOPMENT GRANTS - Required Attachments***

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Sample budget documents can be found on our website by **clicking here**. Please contact 802-388-3355 ext. 222 with any questions.

### **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. This should show income against expenses. (If you have a fiscal sponsor, you have the option of uploading their organizational budget instead of your own.)

*File Size Limit: 4 MB*

### **Balance Sheet (PDF format)**

Upload a PDF copy of your organization's balance sheet for the most recently completed fiscal year. (If you have a fiscal sponsor, you have the option of uploading their balance sheet instead of your own.)

*File Size Limit: 4 MB*

### **Profit/Loss Statement (PDF format)**

Upload a PDF copy of your organization's Profit/Loss statement for the most recently completed fiscal year. (If you have a fiscal sponsor, you have the option of uploading their P/L statement 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 board of directors. Where relevant, include their affiliation.

*File Size Limit: 1 MB*

## ***SAVE AND SUBMIT***

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**All applications must be submitted online by 5:00 pm on Wednesday, September 5, 2018.**

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*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.*