



2018-19 Grant Cycle – Frequently Asked Questions

What does the new process look like?

Below is the approximate timeline for this year's grant cycle – exact dates will be included at each stage.

- **September 21, 2018:** The Letter of Inquiry (LOI) application opens
- **October 19, 2018:** LOIs are due
- **Mid-December:** Full proposals will be invited, if necessary. Some smaller dollar grant requests will not need to provide additional information, beyond what was provided in the LOI. Some requests may be declined, based on fit.
- **Mid-January:** Proposals due, if applicable.
- **February – March:** Site visits, if applicable.
- **May:** Grant decisions
- **June 2019 – May 2020:** Grant period

Are there geographic restrictions for the Foundation's funding?

The Foundation funds nonprofit organizations in lower Fairfield County. Our emphasis is on organizations based in New Canaan, and those serving significant numbers of New Canaan residents (or the broader New Canaan community). Additionally, we support organizations providing critical services in lower Fairfield County, with an emphasis on the towns closest to New Canaan.

Due to the availability of funding, our grantmaking will begin to prioritize organizations with more substantive New Canaan ties, serving a significant number of community members. While we love to see New Canaanites serving as your volunteers, donors, and Board members, we will still be looking for a significant tie to New Canaan through the work of your programs.

We will still fund critical local and regional issues, but with greater coordination. We will also have to look for any duplication and, if faced with limited resources, prioritize.

Are there priority areas for the Foundation's funding?

The Foundation provides funding that helps strengthen and enrich the New Canaan community. We define these broad areas and their goals as:

- *Arts, Culture & Community Resources* – Community members benefit from New Canaan's cultural, recreational, and other community resources.
- *Health* – Community members have the information and access to services they need to stay healthy.
- *Human Services* – Community members are able to meet their basic needs.
- *Seniors & Special Needs* – Older adults & persons with special needs achieve and maintain a high quality of life.
- *Youth & Education* – Youth have the academic, social, and financial support they need to succeed.

Inclusive of these areas, beginning this year we will look to annually address one or more critical community issues. For this year, we are particularly interested in supporting more work in the area of behavioral health (broadly mental health and substance misuse issues). Nonprofits working on these issues will still apply through our same grants process, but will get a separate comprehensive review by a special committee. Year-to-year we'll assess what issue(s) need this kind of attention.

Is there a set amount of funding set aside for each category?

The Foundation is committed to being a responsive grantmaker. There is not a set amount of funding for each category. Our grants are dependent on our fundraising efforts and what proposals are submitted via the LOI application.

Are there other guidelines or restrictions for the Foundation's funding?

The Foundation's funding is on a one-year term, generally June – May, and all grant dollars should be expended in that time. Multi-year grants are unusual, and by invitation only. We do not fund endowments or expenses that have already been incurred.

What are grant size guidelines?

There is a large range in our grant sizes.

- Smaller dollar grants are generally between \$500 and \$5,000, with an average of approximately \$2,500. These start out (like all other applications) as an LOI. Unlike larger dollar grant applications, these smaller grants are not required to submit a full proposal. This is a direct result of us hearing from some organizations that desired a more streamlined application process that would save time and resources while still securing the support of the Foundation and growing their visibility.
- Larger dollar grants are generally between \$5,000 and \$20,000. In some instances, grant requests above \$20,000 will be considered, but for planning purposes are more unusual. These start out (like all other applications) as an LOI, but then applicants will be invited to address more detail in a full proposal.

Average grant sizes in recent years have been approximately \$7 – 8,000.

While the Foundation has funded capacity building projects in the past, we have refocused our commitment to funding these proposals. We expect capacity building grants would fall in the above ranges. Capacity building grants will only be considered for organizations based in New Canaan, or with a significant presence/impact in New Canaan.

What is a capacity building grant?

Capacity building refers to an effort that helps an organization operate more effectively or grow their impact. Some examples: Purchasing a new donor software system, to more effectively use staff time and to grow resources of the organization; Staff training in advocacy, so that an organization can amplify their impact in their area of expertise; Board development or succession planning to ensure strong leadership of an organization; and many more. If you have questions about whether a funding need is considered capacity building, talk to staff. Capacity building grants will only be considered for organizations based in New Canaan, or with a significant presence/impact in New Canaan.

Will I have a site visit?

Site visits are helpful for staff, Board, and volunteers reviewing your grant application to better understand your work, ask questions, and see your program in action. In years past, we have site visited every applicant. Going forward, we will site visit some but not all organizations, depending upon the request and other factors. A site visit (or lack thereof) is not an indication of funding.

Do you fund new organizations?

The Foundation is proud to provide seed funding for new projects and organizations. There is not a requirement that an organization must be established for a specific number of years before applying. Additionally, projects/organizations can be an independent 501c3 or they may have fiscal sponsorship from another organization.

Can I submit more than one LOI?

If you are considering several projects at your organizations for funding, talk to staff to get advice. You should ask for what you need but prioritize as much as possible. If you do have more than one project or funding need, you can outline more than one in your LOI – but should only submit one LOI application.

However, if you are working in partnership or collaboration with one or more other nonprofits, you can submit an LOI as a joint project – in addition to a grant you may submit separately for just your organization. In that case, one organization can be identified as the lead applicant for purposes of submitting the LOI.

What's the long-term outlook? Can I apply every year?

The Foundation currently does not have a rule about the number of years that an organization can apply and receive funding. However, this is an issue we're considering, based on the demand of our resources. For now, the smaller dollar grant option allows the Foundation to continue funding a broad variety of organizations doing great work, and continue to provide visibility and exposure to potential donors, but might mean we cannot provide annual large dollar support.

If I receive a grant, what are my reporting requirements?

Grant periods generally run June 2019 – May 2020. On or about June 2020, we will ask that you submit a report on your completed grant, including narrative and financials. This report was previously embedded as part of the following year's grant application, but we will move to split out this process. More regular annual grant reports help us report your story more effectively to our donors. Note that reporting for smaller grants will be slimmed down (versus reporting for larger grants), to account for your time investment.

How do I connect with the Foundation's individual donors, or donor-advised fundholders?

As a community foundation, part of our work is to connect people with causes and organizations they care about. We hope that by involving volunteers in our grant review process and site visits, we help expose people to your mission. We also publish information on our grantee organizations and hope that even smaller dollar grants can help connect donors with your work by being on our grant award list.

The Foundation also helps families achieve their charitable goals through donor-advised funds. We regularly share information on your work and funding needs, to help coordinate complementary funding. If you receive an additional grant from any of our donor-advised funds, any communication or thank you letters can be mailed to the Foundation.

Who do I talk with to get advice on my grant application?

The Foundation staff are available to answer your questions and talk through options you may be considering for your grant application. Contact Hannah Knox at hknox@newcanaan.org and she will answer your questions or direct you to another member of the staff team.