

# NEW CANAAN COMMUNITY FOUNDATION

## 2012 GUIDELINES FOR GRANT APPLICANTS

NCCF operates an annual, competitive grant evaluation and distribution process, directed by the Foundation's Board of Directors and supported by professional staff. Community volunteers and NCCF staff also participate in this review and decision-making effort.

### PURPOSE OF GRANTS

NCCF makes grants only to tax-exempt organizations. NCCF funds those organizations that serve New Canaan residents or have significant impact on our community, and does not support costs already incurred.

Non-profits are encouraged to call the office in advance of submitting a proposal to review their intentions with regard to the specific fund from which they are seeking a grant.

### TIMING FOR GRANT APPLICATIONS: Deadline 5:00 pm on February 15, 2012

- **The February 15<sup>th</sup> deadline is strictly enforced.**
- **Funding decisions are made by mid-April and grant awards are distributed in Mid-May.**

Under special circumstances, an application may be reviewed and a decision made outside the normal review cycle. The decision to review an application out-of-cycle is made by the Foundation's Board of Directors. For more information about these "out-of-cycle" grants, please contact the NCCF office.

### INFORMATION TO BE SUPPLIED BY GRANT APPLICANT

The Community Foundation uses a grant application form based on the Connecticut Common Grant Application Form. All required information must be provided.

### GRANT APPLICATION FORMAT

- A. Narrative portion of requests (sections 1 and 2) should not exceed 5 pages in length;
- B. Pages should be two-sided, 8 ½ x 11, 3-hole punched;
- C. No staples should be used;
- D. **Twenty five copies of the completed application must be submitted, including the project or program budget and financial metrics summary;**  
(It is not necessary to send 25 copies of items such as brochure, annual report, financial statement, marked with \* in application form)
- E. Twenty five copies of the NCCF grant proposal cover sheet must be submitted as well;
- F. Please collate and three-hole punch anything that you send 25 copies of.

**PLEASE SUPPLY ALL INFORMATION IN THE FORMAT REQUESTED.**

**OUR DISTRIBUTION COMMITTEE IS UNABLE TO CONSIDER AN INCOMPLETE APPLICATION.**

### ADDITIONAL INFORMATION AND REPORTING

In order to do a thorough investigation of each grant request, the Foundation will schedule a site visit to the organization, and may request additional information. If a grant is made to your organization, you are required within one year of receipt to submit a grant follow up report. Future grants will not be considered if past grant funds have not been spent or if information on past grants has not been supplied. **Please verify that your organization has submitted all necessary follow up reports from previous years' grants.**

All correspondence should be addressed to: New Canaan Community Foundation

111 Cherry Street, New Canaan CT 06840

For more information, please contact:

Cynthia Gorey, Executive Director

Phone: 203-966-0231 or email: [cgorey@newcanaanct.org](mailto:cgorey@newcanaanct.org)