



GUIDELINES for Organizations
Seeking grant funds from
THE SAPIENZA SCHOLARSHIP “BLOCK” GRANT PROGRAM

WHO: Eligible non-profits may apply for grants approved by the Sapienza Scholarship Committee

WHEN: All materials must be received by the April 1st deadline

FOR: Existing or Planned Scholarship Programs

PURPOSE OF GRANTS

The Sapienza Scholarship Fund was established at NCCF in 2006 through a bequest from the estate of Anne and Anthony Sapienza. In addition to making individual scholarship awards to benefit specific students, the *Fund supports non-profit organizations with grants to fund their existing or planned scholarship programs, to benefit their students, employees or clients.*

Based on the donor’s intentions, the Foundation makes “block” grants that enable non profit organizations to provide scholarship funds to students, employees or clients with high academic motivation, who show great promise in their field of study, and who may not otherwise be able to afford to continue their education. Note that financial need may, but need not be, a consideration for determining the award recipients.

Recipients of scholarships from block grants are not limited to New Canaan residents; therefore, residency does not need to be considered in the selection criteria.

Grants are made only to those organizations that have received IRS tax-exempt 501 (c) 3 status. Scholarship funds are intended to be used for worthy students to cover their tuition expenses, books, lab fees, tutoring costs, and other related educational expenses and fees paid to the school. Scholarship recipients should be selected by the grant recipient organization in a manner consistent with its scholarship qualification criteria, which may include criteria established by the donors, as follows:

- Academic achievements;
- Commitment to their preferred course of study;
- Academic performance following previous scholarship award(s) (if applicable);

NCCF requests that grant applicants refrain from publicizing the submission of their grant application until after the Foundation makes its decision. Such publicity can create the false impression that Foundation funding is ensured.

TIMING FOR SCHOLARSHIP “BLOCK” GRANT APPLICATIONS

The New Canaan Community Foundation accepts scholarship block grant proposals until the **April 1st deadline**. Funding awards are made in May.

INFORMATION TO BE SUPPLIED BY “BLOCK” GRANT APPLICANT

A. Scholarship Program

- A. General description of the scholarship program intentions and operations;
- B. Amount of grant request;

- C. Specific details as to how the NCCF grant will be allocated to students seeking scholarship assistance;
- D. Need of applicants and benefit to student recipients;
- E. Estimates of educational costs, such as tuition, books, tutoring, other costs;
- F. Who will assume responsibility for carrying out the program;
- G. Contact person: name, address and phone number.

B. Background Information About Your Organization

- A. Stated purpose as set forth in your By-laws;
- B. Brief history of your organization;
- C. List of officers and management personnel;
- D. List of board members and home towns;
- E. Use of volunteers and number of volunteer hours;
- F. Copy of IRS tax-exemption 501 c (3) determination letter.

C. Financial Information

- A. Copy of current operating budget for your existing scholarship program, in terms of grants and administrative expenses;
- B. Other sources of scholarship funds currently administered by your organization;
- C. Description of how any previous NCCF grants, including scholarship funds, have been used (if applicable);
- D. Audited financial statements if available.

GRANT APPLICATION FORMAT

- A. Requests should not exceed 5 pages in length (financials not included);
- B. **Ten copies of the completed application must be submitted, including the budget ;**
(It is not necessary to send 10 copies of brochure, annual report, financial statement etc.)
- C. Pages should be double sided , 8 ½ x 11, 3-hole punched;
- D. No staples should be used;
- E. Ten copies of the grant proposal cover sheet (available at www.newcanaancf.org) must be submitted as well;
- F. Please three-hole punch anything that you send 10 copies of.

PLEASE SUPPLY ALL INFORMATION, IN THE FORMAT REQUESTED. OUR SCHOLARSHIP COMMITTEE IS UNABLE TO CONSIDER AN INCOMPLETE APPLICATION

ADDITIONAL INFORMATION AND REPORTING

All applications are reviewed by the Scholarship Committee of the Foundation. In order to do a thorough investigation of the grant request, the Committee may schedule a site visit to the organization, or request additional information or a meeting of the applicant with Committee members. All grants are approved by the Foundation's Board of Directors. 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 information on past grants has not been supplied.

It is anticipated that the scholarship recipients will agree to participate in publicity efforts for the Foundation, such as photographs and press releases describing the award.