

DEADLINE: JANUARY 15



Young Philanthropists Fund Grant Guidelines

The Young Philanthropists Fund at the New Canaan Community Foundation
Seeks to support programs or initiatives
With the goal of
Strengthening Our Community.

Approximately \$5,000 will be awarded in grants

The Young Philanthropists Fund at NCCF is a field of interest fund at the Community Foundation. The Fund is governed by a Steering Committee of high-school-age residents of New Canaan. The YPF offers an opportunity for these students to experience a grant making process and fund programs that address community needs. Students explore philanthropy, leadership and community responsibility.

The YPF program's mission is to bring together a group of students who are committed to making our community a better place to live and are interested in the many aspects of philanthropy. Developing philanthropic understanding, values and skills at this age will have far-reaching impact, both today and as these young adults mature into community leaders. This Fund was formed to give youth an opportunity to make a significant impact on our community and its residents.

1. YPF Grants will be awarded to organizations to support projects or programs that meet current or projected needs of our community with a focus on ***Strengthening Our Community***. Grants may support either capital projects designed to have a significant and lasting impact or operating support to provide services.
2. YPF Grants are made only to organizations that have received IRS tax-exempt status.
3. No grant requests will be considered for endowments or for expenses already incurred.

YPF GRANT APPLICATIONS: Deadline: JANUARY 15

Grant Applications to the Young Philanthropists Fund at NCCF are *due on* January 15th. Funding decisions are made by mid-April. The January 15th deadline is strictly enforced. Grant awards will be distributed in May.

YPF GRANT APPLICATION FORMAT

- A. Requests should not exceed **2 pages** in length (financials not included);
- B. Pages must be one-sided only, 8 ½ x 11, and **3-hole punched**;
- C. No staples should be used;
- D. Thirty (30) copies of the completed application, using the Information Guidelines outlined below and Cover Sheet must be submitted, including the budget; (Please do not send 20 copies of brochure or annual reports.)

INFORMATION GUIDELINES to be Supplied by Grant Applicant

- A. **YPF – Grant Proposal Cover Sheet.** You must use the cover sheet form provided or available on our web site www.newcanaancf.org.
- B. **Narrative:** Limit to two (2) pages. Use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with “N.A.”
 - 1. **Organizational Information** (no more than one page)
 - a. Brief summary of organization's history, mission and goals;
 - b. Brief description of current programs and accomplishments;
 - c. Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate;
 - d. How this agency uses volunteers;
 - e. How this agency works with others providing similar services;
 - f. How often did your board of directors meet in the past year and what was the average percent attendance?
 - 2. **Purpose of this grant** (no more than one page)
 - a. Statement of community needs/issues to be addressed; description of target population to benefit;
 - b. Description of project goals for which funds are being requested;
 - c. Project description, including objectives, activities, timeframe, and number served;
 - d. Description of how you plan to evaluate the success of the project, including outcomes and results.
- C. **Budget/Financial Information** (Provide the dates each document covers)
 - a. **Budget for this grant request** showing income and expenses
 - b. **Listing of the funding sources for this request** (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one)
 - c. Organization's **annual operating budget** and **actual income-and-expenses** for most recently **completed** fiscal year.
- D. **Other supporting materials**
 - a. Board membership list with names and affiliations
 - b. Copy of IRS determination letter and/or explanation of your tax-exempt status

All materials must be received by the Foundation by January 15th.

Mail proposals to:

**YPF Grant Program
New Canaan Community Foundation
PO Box 1285
New Canaan, CT 06840**