



## Young Philanthropists Fund Grant Guidelines

The Steering Committee of the Young Philanthropists Fund at the New Canaan Community Foundation will focus its 2012 grantmaking on **Meeting Basic Human Needs** with an emphasis on **Hunger** and **Helping Needy Families**.

Programs in New Canaan and in surrounding areas are eligible for support.

**Approximately \$12,000 in total grants will be awarded.**  
**Average grant size will be \$1,000 to \$2,500.**

The Young Philanthropists Fund at NCCF 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 learn about the role of non-profits in our area, and explore philanthropy, leadership and community responsibility.

The Fund's goal is to bring together a group of students who are committed to making our community a better place to live and are interested in learning about 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 established to give youth an opportunity to make a significant impact on our community and its residents.

1. YPF Grants will be awarded to non-profit organizations to support projects or programs that seek to meet basic human needs, with an emphasis on programs that address hunger and help needy families. Grants may support either capital projects designed to have a significant and lasting impact or operating support to provide ongoing services to needy, local families.
2. Programs demonstrating the greatest impact from the YPF grant dollar investment will receive higher priority in funding.
3. YPF Grants are made only to organizations that have received IRS tax-exempt status.
4. No grant requests will be considered for endowments or for expenses already incurred.

### **TIMING FOR YPF GRANT APPLICATIONS: Deadline JANUARY 17**

Grant Applications to the Young Philanthropists Fund at NCCF must be received in our office by January 17<sup>th</sup>. Funding decisions are made by mid-April. The January 17<sup>th</sup> 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 8 ½ x 11, **3-hole punched**, and **double-sided printing is encouraged**;
- C. No staples should be used;
- D. Twenty two copies of the completed application, using the Information Guidelines outlined below and Cover Sheet must be submitted, including the budget; (Please do not send 22 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](http://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, and current programs;
    - b. Population the agency benefits: socio-economic status; language; age; physical abilities etc;
    - c. How this agency uses volunteers;
    - d. How this agency works with others providing similar services;
    - e. How often does your board of directors meet; what was the average attendance in the past year?
    - f. How this agency impacts or is connected to the community of New Canaan;
    - g. What organizations in New Canaan this agency collaborates with.
  - 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 not-for-profit IRS determination letter required only if your organization has not submitted a proposal to NCCF in the past three years.

All materials must be **received** by the Foundation by 5 PM on January 17<sup>th</sup>.

Mail or bring proposals to: **Cynthia Gorey, Executive Director, NCCF**  
**111 Cherry Street**  
**New Canaan, CT 06840**

Call or email Cynthia Gorey with questions, at 966-0231 or [cgorey@newcanaancf.org](mailto:cgorey@newcanaancf.org)