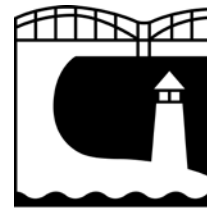


MIDDLESEX COUNTY COMMUNITY FOUNDATION

Instructions for Application



Middlesex County Community Foundation is now using an application form for “Letters of Intent” to apply for funding to the 2011-2012 Competitive Grants program.

The application is a PDF file and can be completed using Adobe Reader. If you do not have Adobe Reader, you can download the program from the Grants page on our website, www.MiddlesexCountyCF.org/grants/grants_process.htm.

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

The Application:

- When you open the Application PDF file on our website,
 - Click File,
 - Click Save As,
 - Save to your computer. This will allow you to complete the application electronically, save your work, and print your application.
- Complete all fields in the application:
 - **Question VI** requires a selection from the drop-down menus initiated by clicking the arrows on the right of each response block;
 - **Question X**, please select *only* those responses served by the program/project for which you are requesting funding;
 - **Questions VIII, XI, XII, and XIII** have maximum character limits:
 - Maximum character limits *include* letters, numbers and spaces;
 - the form will not allow further text to be entered into the field when you reach the maximum character limit;
 - we recommend you draft your responses in your document program (such as Microsoft Word) which allows you to calculate the characters within a piece of text;
 - text can then be copied from a document program and pasted into the field.
- **Question XIV - Reminder:** The Community Foundation instituted a “3 Years of Grants / 1 Year Off” policy effective with the 2009-2010 competitive grant cycle. Organizations receiving competitive grant awards for three (3) consecutive years will not be subject to a grant award in the fourth (4th) year. Organizations may apply for the competitive grant cycle the following cycle after the one (1) year off.
- Final Applications for submission must be **signed, stapled, and submitted as hard-copy.**
 - Please provide a physical signature to your original application form;
 - Be sure to include **one** original and **sixteen (16)** copies.

Letter of Intent applications should **include** the following:

- Completed Letter of Intent Application Form, printed and signed;
- Organization and Project Budget:
 - Current Operating Budget: a one page summary of the organization’s current operating budget;
 - Project Budget Summary: include amount requested, anticipated sources of income, and expenses for this project;

- Nonprofit documentation: one copy of your 501(c)(3) determination letter or evidence of 170(c)(1) designation;
- Letter of Support (one copy submitted with the original application where applicable)
 - Collaborations between two or more agencies must include a Letter of Support from the executives of the partnering organizations.
 - School-based projects must include a Letter of Support from the principal(s) of the participating school(s).

To reduce waste and speed processing, grant applications and attachments should be copied **double-sided**, whenever possible and **submitted without covers, folders or other packaging or collateral**.

All Submissions must be received at the Foundation Office by Friday, September 9, 2011 at 4:00 PM.

Interim status reports or final evaluations from previous MCCF grants are REQUIRED prior to September 9th.

Important Information:

Grants are awarded to 501(c)(3) not-for-profit organizations and 170(c)(1) governmental agencies serving the various communities of Middlesex County. Grants will be awarded to organizations that provide positive impact on the community within the focus areas identified below and will be a minimum of \$500. Applications from previous grantees are welcome. Continued funding will be considered by the Grants Committee, but is not guaranteed.

- Beginning with grants awarded during the 2009-2010 Competitive Grants Cycle, the Foundation is instituting a three-year-grant/one-year-off requirement; agencies receiving grant awards for three consecutive years will not be subject to a grant award in the fourth year.

The Foundation is particularly looking for grants that add value to, and have a positive impact on, the health and vitality of the Middlesex County community. Grant proposals should address a need within the focus area and demonstrate impact on the organization, project, community or persons served. The Foundation seeks Letters of Intent **[and proposals, when requested]** for projects that possess some of the following elements:

- address a documented need or concern of the focus area;
- recognize and build on a community's or organization's strengths and assets;
- build the capacity of community organizations and/or individuals to help themselves;
- foster cooperative approaches to community issues through collaborations based on shared visions and mutual responsibility; and
- serve as a catalyst for attracting other resources, such as matching gifts;
- build infrastructure within the organization in order to meet its mission.

Normally, the Foundation will not award grants to endowment, capital campaigns, building programs nor to fund debt reduction or lobbying. Grants will not be made to individuals, political organizations and campaigns.

FOCUS AREAS have been established by donors and the Foundation's Board of Directors. Grants are available across the various focus areas which include:

1. **Animal/Human Resources & Welfare:** Grants to this focus area provide for the needs (food, health and shelter), services (training, rescue and adoption) and educational programs provided by organizations dedicated to helping animals and their human friends.

2. **Arts:** Grants will help enrich the county's quality of life with participatory and/or audience-oriented artistic activities. Grants may include, but are not limited to, special projects, productions or activities.
3. **Education:** Education is an essential part of the overall vitality of the community. Grants are awarded to support opportunities both within and outside the formal education system to promote learning at any age, creating possibilities for self-sufficiency, personal growth and discovery, and better preparing our workforce for the future.
4. **Environment:** Grants to this focus area will enhance, protect or increase appreciation for the quality of the environment, including botanical beautification, of a specific area, the Connecticut River Estuary or the whole of Middlesex County.
5. **Heritage Enhancement:** Grants to this focus area will increase public understanding of the rich heritage of communities in our county. Desirable projects would help the public develop a better sense of where we came from and broaden appreciation of our local stories and history.
6. **Human Services:** Grants to this focus area provide for basic human needs (food, clothing and shelter), and opportunities for self-improvement for persons in need. This may include financial assistance to programs that provide activities for children from low-income families and/or help adults become more productive, self-reliant members of society.
7. **Women and Girls:** The Foundation's Fund for Women and Girls Committee is seeking proposals that empower women and girls to be self-reliant and to reach their potential. Programs should be models in providing meaningful opportunities and services to women and girls.

LOI Applications may be mailed to the **Middlesex County Community Foundation, 211 South Main Street, Middletown, CT 06457**, or delivered to the Foundation Office in Citizens Bank, Ground Floor, 211 South Main Street, Middletown but **must be received by the 4 PM deadline on September 9th**. All Letters of Intent will be acknowledged.

Organizations selected to submit a full proposal will be notified by mid-October. Notification of final grant decisions will be made by December 31, 2011 with grant awards distributed in 2012.

For answers to questions, visit the Foundation's website for details
or call Thayer Talbott at 860-347-0025 x203 or email Thayer@MiddlesexCountyCF.org.