

# Westbrook Foundation Grant Program Policies and Guidelines

## Program Description

The mission of the Westbrook Foundation is to help meet the medical, educational, social welfare, cultural, recreational, and civic needs of the citizens of the town of Westbrook. To support its mission, the Foundation offers grants to assist organizations that provide services to fulfill these needs. The purpose of the grant program is to bring the greatest possible benefit to the residents of Westbrook.

The Foundation's grant program has two primary roles:

1. Provision of "seed money" for new services; and.
2. Allocation of funds to fill needs that are not met by any other organizations or source.

The grant program supports the creation of networks, coalitions, shared services, or other structures designed to provide a wide range of accessible services that address local issues. Grant applicants are encouraged to collaborate with other nonprofits or units of local government to explore solutions or solve problems that will make a difference across sectors in the Westbrook community.

## Program Timeline

The Westbrook Foundation provides grants twice a year, in June and December.

<b>Application Deadline</b>	April 1 or October 1
<b>Review of Applications</b>	April and May; October and November
<b>Award Notification</b>	June 1 and December 1. A letter will be sent to all applicants whether the application is approved or denied
<b>Grant Funding Period</b>	One full year (12 months) following the award notification
<b>Final Report Due</b>	Within 60 business days after project completion

## Who May Apply

### Eligible Applicants

- Local nonprofit 501(c)(3) tax-exempt organizations recognized by the IRS
- Units of local government such as the public library, youth services bureau, parks and recreation department, and social services entities
- Westbrook community, civic, and service organizations
- Entities that partner with a nonprofit or a local government fiscal agent

Applicants may not discriminate against any person or group of persons on the basis of race, ethnicity, gender, age, sexual orientation, religion, national origin, disability, marital status or any other characteristic protected under federal, state and/or local laws.

### Ineligible Applicants

- Individuals
- For-profit entities and businesses
- Nonprofit organizations that discriminate in their membership and services

## **What We Fund**

Foundation support may only be used to cover the direct costs of implementing proposed projects.

### Eligible Expenses

- Project expenses (such as fees, materials and supplies, equipment, transportation)
- Payments to contracted artistic, technical, or administrative professionals
- Production costs
- Construction/installation costs

### Ineligible Expenses

- Ongoing recurring expenses of an organization
- Endowment campaigns
- Events or activities for the sole purpose of fundraising
- Expenses already incurred (or reimbursements for items purchased prior to grant request)
- Deficit financing or debt retirement
- Litigation costs

## **How We Fund**

- Grants are made in a lump sum following the date of the award notification. However, the directors reserve the option to pay large grants over a multi-year period.
- Partial grants may be awarded at the discretion of the directors.
- No single grantee will receive all of the Foundation's available grant funding in any one calendar year.
- Special consideration may be given to grantees whose programs offer the possibility of matching funds.

## **Review Process**

Special consideration will be given to new activities or services requiring "seed money," as well as projects that fill needs that are not met by any other organizations or source.

Applications will be reviewed by the Foundation's Grants Committee based on the following criteria:

### **Quality of the project:**

- Merit of project design, structure, and activities
- Quality of the personnel and services that the project will involve
- Appropriateness of the project timeline in relation to the project goal
- Feasibility of program success

### **Impact of the project**

- Evidence that the project will address the needs and interests of Westbrook residents
- Evidence that the project will yield significant impact and bring the greatest possible benefits to Westbrook residents
- Evidence that the project will enhance the goals and activities of the organization (and of each partnering organization, if a collaborative effort)

### **Evaluation and ability to carry out the project**

- Effectiveness of plans to document and measure project success
- Appropriateness of project budget for proposed activities
- Clarity of roles and responsibilities of those carrying out the project

### **Grantee Responsibilities**

A final report is required within 60 days of completion of the project. In addition to reporting on project expenditure, grantees should tell the story of the work funded by the grant. What was accomplished? Did it meet the anticipated outcomes? What was the impact on the Westbrook community? Any lessons learned? If grantees are unable to use the full amount of the grant, they should explain the circumstances. Any unused funds are to be returned to the Foundation with the final report. Include photographs of the project.

### **How to Apply**

Applications must be submitted or postmarked no later than April 1 or October 1. No application or parts thereof will be accepted after the deadline.

The application must include the original, dated and signed application form, as well as three additional copies; and four copies of the narrative. Please collate the application form and the narrative. Submit only one copy of the required attachments detailed below.

Full application must include:

- Application Form: To be dated and signed (one original and three additional copies)
- Application Narrative: To be no longer than four pages, and to include the project budget (four copies)\*
- Required attachments (one copy of the following):
  - IRS Tax-Exempt Determination Letter from applicant and each partnering organization, if a collaborative effort
  - Most recent Form 990 from applicant and each partnering organization
  - Mission statement of applicant and each partnering organization
  - Current operating budget showing anticipated revenues by source and expenditures
  - Financial statements and/or audited report. If the audited statement is unavailable, a treasurer's report is acceptable.
  - A list of the applicant's current board of directors and, if a collaborative effort, each partnering organization's board of directors

Send application to: Grant Application, Westbrook Foundation, PO Box 528, Westbrook, CT 06498-0528

*\*Please note that, in addition to mailing a hard copy of the application form and narrative to the address above, **you must also email the application form and narrative by April 1 or October 1 to [grants@westbrookfoundation.org](mailto:grants@westbrookfoundation.org)**. There is no need to email the other required forms or attachments.*

***Please direct questions to An-Ming Truxes, grants committee chair, via email at [grants@westbrookfoundation.org](mailto:grants@westbrookfoundation.org)***