

## 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.

Briefly put, the purpose of the grant program is to bring the greatest possible benefit for the well-being and safety of the residents of Westbrook.

When the grant program began over 25 years ago, the Foundation's policy was to provide "seed money" or early-stage funding to support startup organizations or pilot new programs and services of organizations. The Foundation has since broadened this policy to consider all (not just new) worthwhile programs and services benefiting Westbrook citizens if those activities fulfill needs not being met by other organizations or entities. Requests for the funding of programs and services that the Foundation has supported in past years will be considered if at least 25% of the project costs come from the applicants themselves and/or other community sources. The goal is to encourage organizations to sustain their projects without dependent solely on Foundation support. The Foundation does not fund an organization's ongoing recurring expenses.

The grant program promotes the creation of networks, coalitions, and shared services that help to strengthen the well-being and safety of Westbrook residents. Grant applicants are, therefore, encouraged to collaborate with other nonprofits or units of local government to explore solutions or solve problems that will make a difference 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, 11:59 pm (for electronic copy) April 1 or October 1 postmarked (for hard copy)
<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
- Westbrook churches and faith-based 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 that benefit the well-being and safety of Westbrook residents.

#### 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
- Political events or activities
- Expenses already incurred (or reimbursements for items purchased prior to grant request)
- Litigation costs

### **How We Fund**

- Grants are made in a lump sum following the date of the award notification. However, the Foundation reserves the option to pay large grants over a multi-year period.
- Partial grants may be awarded at the discretion of the Foundation.
- Worthwhile programs/services previously supported by the Foundation will be considered if at least 25% of the project expenses come from either the applicants themselves and/or other community sources.
- No single grantee will receive all of the Foundation's available grant funding in any one year.

### **Review Process**

Special consideration will be given to new activities or services requiring "seed money." However, these projects must demonstrate the capacity to sustain themselves without dependent solely on Foundation support in the future.

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

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

- Merit of project design and activities; and appropriateness of project timeline
- Quality of the personnel and services that the project will involve
- Feasibility of program success
- Evidence that the project can sustain itself beyond Foundation support in the future

**Impact of the project**

- Evidence that the project will address the needs/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**

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

**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? Include photographs of the project. If grantees are unable to use the full amount of the grant, they must explain the circumstances and return the unused funds with the final report. If the project is canceled for any reason, the awarded funds must be returned within 60 days of cashing of the check.

**How to Apply** (beginning with the October 1, 2021 cycle)

- Application Form, Narrative, Project Budget Form, and Required Attachments must be emailed no later than 11:59 pm on April 1 or October 1 to [grants@westbrookfoundation.org](mailto:grants@westbrookfoundation.org).

Email Instruction:

Application Form, Narrative, and Project Budget should be emailed separately from Required Attachments with the name of the applicant stated in the subject line. Subject line examples:

- Westbrook Historical Society Application, Narrative, and Project Budget
  - Westbrook Historical Society Required Attachments
- One hard copy (with original signature) of the Application Form, Narrative, and Project Budget Form must be mailed (postmarked) by April 1 or October 1 to: Grant Application, Westbrook Foundation, PO Box 528, Westbrook, CT 06498-0528.

**Required Attachments** (to be emailed only)

- 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
- 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

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