



Community Impact Grants Program Information & Application Guidelines

INTRODUCTION:

The Cape Cod Foundation was founded in 1989 with the mission to improve community life on Cape Cod through philanthropy and grantmaking. One of the ways this mission is accomplished is by developing permanent and flexible endowment funds to help nonprofit organizations respond to the existing and emerging needs of the Cape. Therefore, the Foundation's grantmaking program is broad; grants may be made in the areas of health, human services, the environment, education, the arts, and community development. All projects must serve the residents of Barnstable County.

In 2009, the Cape Cod Foundation celebrates 20 years of service to the community. Based on our 20 years of experience and the distribution of more than \$30 million in grants and scholarships across Cape Cod and the Islands, the Foundation's Board of Directors, Grants Committee, and staff have agreed that it is important to restructure our General Grants Program to best meet community needs. The Foundation has developed a process that will promote the advancement and sustainability of our community's resources and support the organizations that serve our community in having more of an impact.

In this first year of restructuring, we anticipate that the General Grants Program, now called the Community Impact Grant Program, will be very competitive, and that we will make fewer grants, but for larger dollar amounts. Although we admire and support ongoing programs in our community, it is not the Foundation's intent to use discretionary funds as a continuous source of annual revenue for any one program or organization. The Foundation will place a stronger emphasis on proposals that require matching funds or challenge grants to leverage additional funds.

As in the past, funding for the Community Impact Grant Program continues to come from the Cape Cod Future Fund, the Cape Cod Foundation's unrestricted endowment fund, as well as through other such funds as the Jesse and Juanita Grimes Fund for Humanitarian Services, Dolphin Fund for Cape Cod, Jean B. Edgerly Memorial Fund, Whitcomb Family Fund, Aid to the Homeless Fund, Massicott Family Trust Fund, Ruckert Family Fund, Timothy Walker Woodman Fund, Lois Ord Gillilan Fund, Environmental Trust Fund of Cape Cod, Permanent Freshwater Fund, Euphemia R. Dobbie Memorial Fund, Andrew S. and Katherine Y. Keck Fund, and the Dorothy F. Cahoon and George W. Cahoon, Jr. Fund.

HOW TO APPLY:

The Cape Cod Foundation's Community Impact Grants Program is divided into two different programs: General Grants and Strategic Focus Grants. The details concerning these new programs can be found on the following pages. In general, the Cape Cod Foundation anticipates distributing approximately 35% of its available discretionary funds through the General Grants Program and approximately 65% of its available discretionary funds through the Strategic Focus Grant Program on an annual basis. The Strategic Focus Grants will be distributed to a relatively small number of organizations.

Note: If an organization receives a General Grant, it must wait one year from the award notification date to reapply for another General Grant (the organization may still apply for a Strategic Focus Grant within that year). In addition, final grant reports are required for any prior grants in order for the Foundation to consider a new grant application.

TYPES OF REQUESTS:

There are two types of grant requests, General Grants and Strategic Focus Grants, made through the Cape Cod Foundation’s Community Impact Grants Program. They are described below:

<p align="center">GENERAL GRANTS</p> <p>Grants of less than \$5,000 to address emerging opportunities, launch creative initiatives, and to cover costs of small, one-time projects.</p>	<p align="center">STRATEGIC FOCUS GRANTS</p> <p>Grants of \$5,000 or more to address strategic initiatives and long-range organizational capacity building.</p>
<p>General Grants will support:</p> <ul style="list-style-type: none"> • Existing programs with a proven track record of success that strengthen or enhance the program • Pilot projects and idea testing • Program planning and development • Organizational development, technical assistance, and capacity building (e.g. board/staff retreats, strategic planning projects) • Needs assessments and feasibility studies (e.g. capital campaign feasibility studies, market research) • Events and one-time programs with specific community outcomes (e.g. educational/outreach program, symposia, and conferences) • Small equipment to support key programs • Communication and outreach projects (e.g. public awareness or volunteer recruitment campaigns) 	<p>Strategic Focus Grants will support:</p> <ul style="list-style-type: none"> • Start-up of new programs • Initial staff expansion for organizational growth (e.g. start-up staffing for a new program, etc.) with a clear plan for sustainability of position after funding ends • Collaborative projects to address complex, regional needs (e.g. projects that engage multiple organizations, public policy initiatives, etc.) • Expansion (e.g. geographic) or enhancement of existing programs with a proven track record of success; we are particularly interested in supporting plans or potential strategies to increase sustainability or self-sufficiency of existing programs (e.g. through diversification of revenue sources) • Programs that have potential to be replicated or duplicated
<p>Application Process:</p> <ol style="list-style-type: none"> 1.) Review <i>Application Guidelines</i>. 2.) Complete the Application Cover Sheet included with these guidelines, indicating that you are applying for a “General Grant.” 3.) Complete the proposal narrative as described in the “General Grant Proposal Narrative” section below. 4.) Be sure to include all attachments. Label attachments clearly and include in the order listed. 5.) Verify that you have included the appropriate number of copies. 	<p>Application Process:</p> <ol style="list-style-type: none"> 1.) Review <i>Application Guidelines</i>. 2.) Complete the Application Cover Sheet included with these guidelines, indicating that you are applying for a “Strategic Focus Grant.” 3.) Complete the proposal narrative as described in the “Strategic Focus Grant Proposal Narrative” section below. The application process for the Strategic Focus Grants Program is rigorous and competitive to encourage thoughtful planning and careful thinking. 4.) Be sure to include all attachments. Label attachments clearly and include in the order listed. 5.) Verify that you have included the appropriate number of copies.
<p>DEADLINE for General Grants:</p> <p>Applications for General Grants are accepted on a rolling basis. The Grants Committee will meet periodically as demand dictates.</p>	<p>DEADLINE for Strategic Focus Grants:</p> <p>October 1</p>
<p>General Grants Proposal Narrative:</p> <p>In no more than 2 pages, address the following questions:</p> <ol style="list-style-type: none"> 1.) Briefly describe your project and how it aligns with your organization’s mission. 2.) What are your goals for this project? 3.) Specifically, what will happen and by when? 4.) How will you evaluate the success of your program? 5.) For what part/portion of the project will these grant funds be used? 	<p>Strategic Focus Grants Proposal Narrative:</p> <p>In no more than 8 pages, address the following questions:</p> <ol style="list-style-type: none"> 1.) Organization Description: Briefly describe your organization, mission, programs and track record, including highlights of significant statistics and achievements. If other organizations are collaborating or cooperating with you for this proposal, please describe them and their roles.

<p>General Grants (cont.):</p>	<p>Strategic Focus Grants Proposal Narrative (cont.):</p> <ol style="list-style-type: none"> 2.) Community Need or Opportunity: Describe the need or opportunity for your work in the community, including qualitative and quantitative data as appropriate. 3.) Work Plan: Describe the goals, objectives, and activities that you will implement to address the community need or opportunity identified above. Please include a timeline of your work. (If new position, please include job description and qualifications sought.) 4.) Evaluation Plan: Describe the specific outcomes that will happen as a result of your work, including the evaluation tools you will use to monitor your work. 5.) Financial Plan: Describe what part of the work you plan to support with grant funds, including other sources of funds applied for and already committed and how you plan to fund the work after the grant period.
<p>Required Attachments: (Attach A, B, C, & D to each copy)</p> <ol style="list-style-type: none"> A. Application Cover Sheet B. Project budget showing income and expenses C. Current list of Board members with affiliations D. Letters of collaboration from partner organizations for the proposed work <p>(Only one copy required of E & F; keep separate; G is also required for organization's submitting with a fiscal sponsor)</p> <ol style="list-style-type: none"> E. Current operating budget for the applicant organization F. <i>IRS 501 (c)(3)</i> nonprofit status determination letter (If applying with fiscal sponsor, please include copy of Letter of Agreement from sponsor as well as copy of sponsor's <i>IRS 501 (c)(3)</i> determination letter) G. For those applying with a fiscal sponsor please include: copy of fiscal sponsor's current annual operating budget; list of fiscal sponsor's Board of Directors and their professional or civic affiliations 	<p>Required Attachments: (Attach A, B, C, & D to each copy)</p> <ol style="list-style-type: none"> A. Application Cover Sheet B. Project budget showing income and expenses C. Current list of Board members with affiliations D. Letters of collaboration from partner organizations for the proposed work <p>(Only one copy required of E & F; keep separate; G is also required for organization's submitting with a fiscal sponsor)</p> <ol style="list-style-type: none"> E. Current operating budget for the applicant organization F. <i>IRS 501 (c)(3)</i> nonprofit status determination letter (If applying with fiscal sponsor, please include copy of Letter of Agreement from sponsor as well as copy of sponsor's <i>IRS 501 (c)(3)</i> determination letter) G. For those applying with a fiscal sponsor please include: copy of fiscal agent's current annual operating budget; list of fiscal sponsor's Board of Directors and their professional or civic affiliations
<p>Required Number of Copies: One original set and 12 copied sets (in order) of: Attachment A; Proposal Narrative; and attachments B, C, & D; only one copy of Attachments E & F (G also if applying with fiscal sponsor) are required. If you would like to include a cover letter or brochure, you may do so, but please include only one copy and keep separate.</p>	<p>Required Number of Copies: One original set and 12 copied sets (in order) of: Attachment A; Proposal Narrative; and attachments B, C, & D; only one copy of Attachments E & F (G also if applying with fiscal sponsor) are required. If you would like to include a cover letter or brochure, you may do so, but please include only one copy and keep separate.</p>
<p>Submission Instructions: Applications can be submitted on an ongoing basis. Incomplete applications (including late attachments) will not be considered. Proposals should be submitted on white paper (no binders or covers) and stapled in the upper left corner. Proposal packages must be mailed or delivered to the Cape Cod Foundation office. No faxes or electronic transmissions will be accepted.</p>	<p>Submission Instructions Applications must be received by the Foundation no later than 5 p.m. on the day of the deadline. If the deadline falls on a federal holiday or weekend, the deadline will be extended until 5 p.m. on the first workday following. Incomplete applications (including late attachments) will not be considered. Proposals should be submitted on white paper (no binders or covers) and stapled in the upper left corner. Proposal packages must be mailed or delivered to the Cape Cod Foundation office. No faxes or electronic transmissions will be accepted.</p>

<p>General Grants (cont.):</p> <p>Notification Upon receipt of an application, the Cape Cod Foundation will send notification of when the application will be reviewed. In general, decisions regarding General Grants will be made 4-8 weeks after submission.</p>	<p>Strategic Focus Grants (cont.):</p> <p>Notification The Cape Cod Foundation will notify applicants of whether a grant has been awarded approximately two-three months after the application deadline.</p>
<p>Limitations: The Cape Cod Foundation will generally not consider proposals to fund the following:</p> <ul style="list-style-type: none"> • Capital Campaigns • Endowment Building • Monuments and Memorials • Capital Improvements 	<p>Limitations: The Cape Cod Foundation will generally not consider proposals to fund the following:</p> <ul style="list-style-type: none"> • Capital Campaigns • Endowment Building • Monuments and Memorials • Capital Improvements

PROPOSAL REVIEW CRITERIA:

The grant review process is a competitive one, and not all applications are recommended for funding. Applications are reviewed for their fit with the Cape Cod Foundation’s guidelines as well as the degree to which an application reflects the following:

- Clear objectives that relate to the applicant organization’s mission
- Evidence of the organization’s experience implementing the proposed work
- Thoughtful, practical work plan for achieving the objectives
- Community need or opportunity for the proposed work
- Organizational health: capacity of the organization, staff, and volunteer leadership to complete the work
- Financial health: a diverse and balanced funding strategy, ability to leverage other revenue
- Plan to sustain the work
- Ability to leverage other resources
- A clear and well-scaled plan to measure the impact of the proposed work

Note: Final grant reports are required for any prior grants in order for the Foundation to consider a new grant application.

TYPES OF ORGANIZATIONS THAT MAY APPLY:

- 501(c)(3) nonprofit organizations OR organizations serving a charitable purpose that are applying with a fiscal sponsor that is a 501(c)(3) nonprofit organization
- Faith-based organizations; however, proposals will only be considered if: (1) services benefit all, regardless of religion; (2) service provided is not religious in nature; and (3) there is no proselytizing associated with the service
- Civic organizations (proposals must be project-based and of a charitable nature, and the organization must have a fiscal sponsor that is a 501(c)(3) nonprofit organization)
- Public and private schools, for projects that exceed the school’s budget funding (must have letter of support from the fiscal head of that school)
- Other government agencies with project-based proposals (must have letter of support from the fiscal head of that agency)

Note: The Cape Cod Foundation will not serve as a fiscal sponsor for any Cape Cod Foundation grant requests.

Incomplete applications will not be submitted to the Grant Review Committees. Applications must be mailed or delivered to the Cape Cod Foundation at 259 Willow Street, Yarmouthport, MA 02675.

If you have questions, please feel free to contact Kristin O’Malley, Program Officer, at komalley@capecodfoundation.org or 508-790-3040.