



GRANT APPLICATION PROCESS

GENERAL GUIDELINES FOR GRANT AWARDS

The Cavendish Community Fund ("the Fund") is administered by a tax exempt organization that is committed to promoting understanding and learning that engages and benefits all members of the Cavendish, Vermont community. The Fund is committed to preserving a vibrant rural community that supports its human and natural resources, building a legacy of health, integrity and vitality for future generations. The Fund supports this commitment through the administration of modest grants for programs that provide significant opportunities for new connections between Cavendish residents.

In making grant decisions, the Fund will also look to the accomplishments of the applicant organization and the strengths of its leadership. Grant size will depend on many factors such as the amount of money available to distribute, the quality and number of applications received, the amount of money requested and the nature of the projects, programs or events for which funding is sought. Although the Fund places no limit on the amount that an applicant may request, most awards will be within the \$500 - \$1,000 range. Grants will rarely exceed these amounts although, on occasion, the Fund may make an exceptional grant to a particularly worthwhile project.

C ITERIA FOR GRANT ELIGIBILITY

Tax Status: The Fund accepts applications from private, non-profit organizations that are tax-exempt under section 501(c)(3) of the Internal Revenue Code, other non-profit organizations, public institutions or individuals. The fund encourages individuals to partner with a local tax exempt organization.

Location of Project: The organization and the project, program or event to be funded must be located in the Town of Cavendish, Vermont.

Type of Project: The projects, programs or events that the Fund considers are those that deal with education in its broadest sense and can include such areas as land preservation and development, historic preservation, ecology and the natural world, promotion of the arts, and so forth. The types of projects, programs or events may be wide ranging and include special initiatives, seed money for pilot projects or new organizations, capital funds, and matching and challenge grants. The Fund will not normally consider funding an organization's ongoing operations.

Collaboration: The fund strongly encourages collaborative efforts amongst various groups, organizations and individuals, which include at least one Cavendish group or organization, for an event, project or program that will enjoy broad community support and that will positively impact the quality of life within the community.

Exclusions: The Fund will not provide direct support for efforts such as endowment campaigns; sporting activities, outings or events; individual projects, fellowships or scholarships; summer

camps or day care facilities; or programs run by profit making ventures, businesses or organizations.

SUBMISSIONS

The Fund will receive applications at any time of the year and reviews and funds them at least once a year. Prior to submitting a formal application, organizations may make inquiry as to their eligibility to apply. The fund encourages pre-application telephone questions. Please see the media announcement of grant deadlines for contact names and numbers. The Fund will accept only one application per year per applicant.

The Fund cannot accept faxed or e-mailed applications. Send applications to:
Cavendish Community Fund
P.O. Box 605
Cavendish, VT 05142

The Fund will notify all applicants by mail of its decision about 6 weeks after the deadline.

Please include the following information in the application:

1. A completed Grant Application Cover Sheet in the format specified herein signed by both the person responsible for the project and by an officer of the sponsoring organization, if any.
2. An Executive Summary of no longer than one page.
3. A Proposal in narrative form, no longer than 3 pages, that includes:
 - A description, including history and the current position of the applicant organization, or a background summary of the individual applicant.
 - The project, program or event goals, the population to be served, and a projected timeline.
 - Your rationale for why this project will encourage new community relationships (see CCF Home Page for description of strengthening community bonds).
 - A list of other Funds, Foundations or other organizations from which the applicant has requested money for the project program or event described above.
4. A budget for the project, program or event.
5. An organizational background description that includes:
 - List of key project staff.
 - The names of the current Board of Directors of the organization.
 - The IRS 501 (c)(3) Determination Letter if applicable.

Please note that the application is considered incomplete and will not be reviewed if it does not address each of the above required items in some manner. The Fund reserves the right to request an organizational budget as part of the process.

6. Those who receive a grant are expected to furnish CCF with a narrative report in the form of a letter within a month after conclusion of the project, program or event, to describe the outcome.