



COMMUNITY IMPACT GRANTS

About the Community Foundation

The Princeton Area Community Foundation promotes giving as a shared community value — something we simply expect of ourselves and others, which connects us and helps us all grow. We believe in sharing resources—money, ideas, talents, and time—and we encourage generosity in ourselves and others. We help people and other organizations invest in outstanding local organizations—successful nonprofits that are making lives better across central New Jersey and beyond.

The Community Foundation embraces the following five values in the Community Impact Grants, and all our other work: generosity, fairness, creativity, courage, and sustainability.

Generosity: We believe in the sharing of resources, and encourage this altruistic spirit in ourselves and others. We share more than money. We share our knowledge of the community, its needs, and the nonprofit organizations that provide vital services. This means that we will invest time in answering your questions before you submit an application and in providing grant information sessions open to all nonprofits.

Fairness: We perform the work of our organization justly, openly, honestly, and striving for social justice. We consider each application on its own merits. We draw on the expertise of a group of board members and volunteers to help us make decisions in the best interests of our communities. We manage potential conflicts of interest or the appearance of conflicts carefully so that each applicant is judged on the merits of the proposal.

Creativity: We will harness our collective intelligence, compassion, and empathy to ensure that our work is productive, constructive, and imaginative. We value creativity in our grantees. We encourage fresh thinking and new approaches, provided that there is evidence to support the approach and the likelihood of success.

Courage: We aspire to do the right thing for our organization and for our community, even when a decision may not be popular or universally understood. We encourage our grantees to be courageous whether it is trying a new programmatic or operational approach or it is advocating for change and social justice solutions to root causes of social dysfunction or inequality.

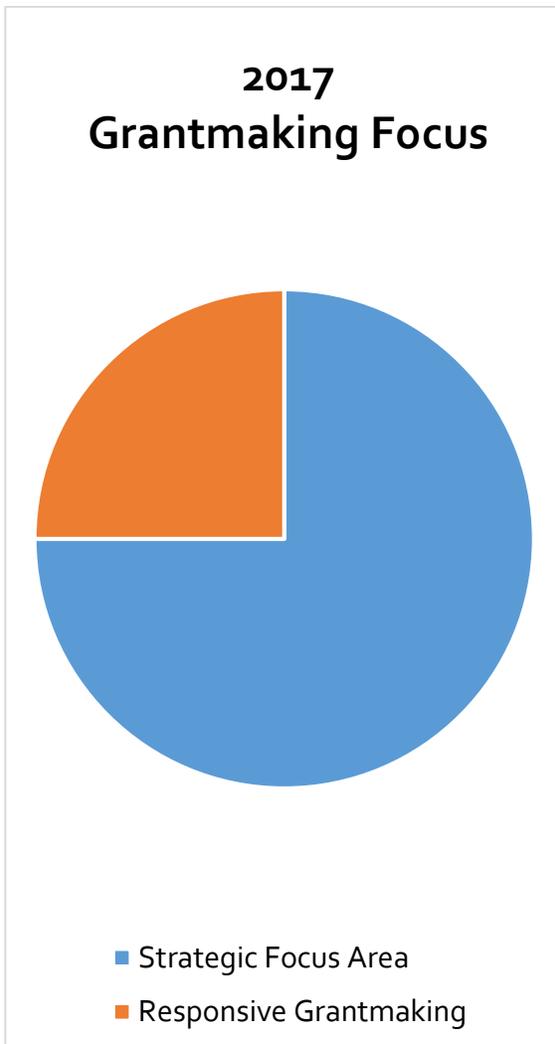
Sustainability: Our organization will remain enduringly relevant to our communities. A key part of remaining relevant is to have a significant impact on our communities through the grants we make.

Grantmaking, an essential tool, is just one way that the Community Foundation builds strong relationships with area nonprofits. We value partnerships in which we learn from each other, advocate for the nonprofit sector and issues impacting the people we serve, and in many other ways combine our efforts to improve our communities and address the needs of the people who live in them.

2017 Grant Eligibility and Funding Guidelines

The Princeton Area Community Foundation offers grants to organizations whose initiatives transform the lives of low-income individuals, families and communities across the regional footprint. The Community Foundation's footprint includes:

- All of **Mercer County**;
- **Southern Middlesex County**, including Monroe, Plainsboro and Cranbury;
- **Southern Somerset County**, including Montgomery, Rocky Hill and adjacent sections of Franklin Township;
- **Southern Hunterdon County**, including Lambertville, West Amwell Township and the adjacent parts of East Amwell Township;
- **Northern Burlington County**, including Bordentown and Bordentown Township; and,
- **Eastern Bucks County, Pennsylvania**, including New Hope, Morrisville, Washington Crossing and Yardley.



The Community Foundation sponsors two discretionary grantmaking programs. One program, **Children and Adolescents Living in Poverty**, is the Community Foundation's *strategic grantmaking focus area*, and it will seek to address the needs of children from 0 to age 25, the technical end of adolescence. The Community Foundation will soon announce the availability of grants under this program. Please continue to check our website at www.pacf.org for information.

The other program, **Community Impact Grants**, represents the Community Foundation's *responsive grantmaking program*, and is for organizations whose initiatives transform the lives of low-income individuals, families and communities, but may or may not specifically target children and adolescents. This program invites nonprofits to submit applications that fit the funding guidelines. The Community Foundation anticipates this grant opportunity to be highly competitive since only 25 percent of the available annual grantmaking funds will be allocated for this purpose. Funding in one year should not be construed as funding in a subsequent year for the same initiative.

Grant Eligibility Quiz

The **Community Impact Grants** will consider applications from nonprofits that answer **“Yes”** to all of the questions below.

- | | | |
|--|--|---------------------------------------|
| <ul style="list-style-type: none">• Does the nonprofit have tax-exempt status under the IRS Section 501(c)(3)? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| <ul style="list-style-type: none">• Is the nonprofit organization located in the Community Foundation’s footprint, as listed above or is a significant part of its service portfolio devoted to residents of the service area? <i>Before beginning an application, the Community Foundation strongly encourages a discussion with staff.</i> | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| <ul style="list-style-type: none">• Is the nonprofit’s proposed activity focused on low-income individuals, families and communities in the Community Foundation’s footprint, as listed above? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| <ul style="list-style-type: none">• Is the nonprofit registered with the State of New Jersey or Pennsylvania as a charity? For organizations exempt from the provisions of the New Jersey Charitable Registration and Investigation Act or the Pennsylvania Solicitation of Funds for Charitable Purposes Act, is the organization a religious organization or a school district that files its curricula with the Department of Education? For more information on New Jersey Charitable Registration, go to the New Jersey Division of Consumer Affairs’ web site at http://www.njconsumeraffairs.gov/ocp/charities.htm or Pennsylvania’s Department of State’s website at: http://www.dos.pa.gov/BusinessCharities/Charities/Resources/Pages/Information-for-Charitable-Organizations.aspx | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |

If your organization answered “YES” to all questions, then your organization is eligible to apply. If you have any questions about your organization’s eligibility, please contact Nelida Valentin, Vice President, Grants and Programs, at nvalentin@pacf.org or at (609) 219-1800.

Follow-Up Question: While the Community Foundation believes that grantmaking is a powerful tool to support nonprofit organizations, we value deeply and above all the relationship building and collaborative process that may lead to meaningful impact in the community.

- | | | |
|---|--|---------------------------------------|
| <ul style="list-style-type: none">• I have received a grant from the Princeton Area Community Foundation within the past two years. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
|---|--|---------------------------------------|

If you answered **“NO”** to the above question, we may not know enough about each other. Your organization may not be aware of the Community Foundation’s new strategic plan and the changes affecting our grantmaking. And, we may not know about your organization’s mission and initiatives. We recommend a conversation so we can get to know each other. You certainly should attend one of the mandatory grant information sessions. Scheduled grant information sessions are on our website at www.pacf.org.

2017 Funding Guidelines

For the **Community Impact Grants**, an applicant may request program or operating support, for up to \$50,000. The Community Foundation will consider requests within two categories of community impact: *The Basic Needs of Low-income Individuals and Families*, and *The Needs of Low-income Neighborhoods and Communities*. We encourage a wide range of initiatives that improve the quality of life, such as affordable housing, economic/community development or arts initiatives.

The Community Foundation seeks collaborations within the funding community. If, for whatever reason, your proposal meets our guidelines, is of high quality, and addresses a significant need, **but** is not funded by the Community Foundation, we may seek support from a collaborating foundation, corporation, or individual donor. There is no guarantee, but we will continue to inspire greater collaboration among funders and donors.

2017 Funding Guidelines	Program Support	Operating Support
Fits With the Request	<p>Supports a specific program/initiative</p> <p>A program grant is restricted support to enable an organization <u>to provide services to low-income, vulnerable individuals, families, neighborhoods or communities</u> within the Community Foundation’s footprint. A grant can cover administrative costs, but only for the specific program.</p>	<p>Supports the organization</p> <p>An operating grant enables an organization <u>to underwrite administrative and infrastructure costs, and assist with strategic financial and organizational capacity</u>. Funds are not to be used in carrying out a specific program. Nonprofits must have a well-developed, thoughtful, current, and board-approved strategic plan. Expired plans are not eligible.</p>
Quality of the Current Strategic Plan	<p>The board approved strategic plan must identify the proposed program and how it fits in the organization’s mission. The board approved strategic plan must be current when applying. A copy of the strategic plan must be uploaded with the grant application.</p>	<p>The board approved strategic plan must be current when applying. The strategic plan should describe a vision and strategies with goals, and should have metrics. Depending on the status of the plan, please describe progress in achieving the metrics. For example, if the plan is in year 2, describe the results of year 1, any adjustments made, and the identified challenges for year 3 of the plan.</p>
Quality of the Application	<p>The application is submitted on time, is complete, and clearly written in a compelling manner, describing local experiences, including detailed quantitative data, qualitative information, and any storytelling that may be appropriate.</p>	<p>The application is submitted on time, is complete, and clearly written in a compelling manner. The application describes the organization’s mission, vision, and programs. The reader can determine how the organization exists within the community it serves and how it relates to the people it serves, to other service providers and other community stakeholders.</p>

2017 Funding Guidelines	Program Support	Operating Support
Clear Statement of Need	As a Community Foundation, we understand that issues occur on a national level. However, we are focused on making a local impact. Please use local information and data to make a compelling case. The program's design must be linked to your stated need and anticipated outcomes must be clear. If similar programs exist in the area, explain how your program is different in terms of approach or population served.	In discussing your organization's programs and services, please put the information in the context of the community being served. Please tell us who else in the footprint provides the same service and how the service you provide differs from that of other organizations. Please identify any of your collaborators and explain how you collaborate to achieve major goals.
Addressing Root Causes	Describe efforts, if any, to address the root causes of the problem the proposed program is designed to address.	Describe efforts, if any, to address the root causes of the problem your nonprofit is chartered to address.
Evidence Based on Research or Documented Success	Discuss the evidence based research or documented success that supports the approach described in the application. There should be an explanation of why/how your intervention has a reasonable chance for success. Please provide references. We are also looking for demonstrated knowledge of the field and use of current, best practices. If you are proposing a new program, please state why this new program is needed, and why existing program(s) cannot meet the need. Additionally, how well does your organization understand what others have attempted and what works best with the issue you describe?	Discuss the evidence based research or documented success that supports the approach described in the application. There should be an explanation of why/how your intervention has a reasonable chance for success. Please provide references. We are also looking for demonstrated knowledge of the field and use of best practices. If you are proposing changes to operational procedures, explain how those changes will be sustained at the conclusion of Community Foundation's funding.
Quality of Project Design	Please explain how well the program is conceptualized and planned. In developing the program, did your organization involve in its planning the people who will benefit from the program? How were they involved (i.e., focus group)?	How will the Community Foundation's investment be used within the context of your strategic plan? Will it support stability or growth? For example, by supporting salaries of management, will it translate to increased program capacity, or operational efficiency?
Measures of Success	Please describe the measures of success. What are the metrics? Listing outputs is useful, but not sufficient. A definition of impact must be provided and should link to the statement of need. How do you use data to improve your services, and how do you communicate success?	Please describe the measures of success. How will the metrics be defined and communicated? For operating support, what constitutes success for your organization? What are the metrics within your strategic plan, and how are you achieving them?
Plans for Sustainability	What is the sustainability strategy? How will the program continue if the Community Foundation declines the application? If the Community Foundation provides support, how will the program be supported in future years?	Please describe your fundraising and development plans? Do you have dedicated staff? What is your sustainability strategy?

2017 Funding Guidelines	Program Support	Operating Support
History of Accomplishments	If your organization or program has been operating for more than three years, describe the progress it is making on the issue or with its mission. Please include challenges.	
Challenges	Other than funding, what challenges does the program face?	Other than funding, what challenges does the organization face? How do the proposed activities address the challenges?
Organizational Capacity	Describe your organization's capacity to deliver the program in terms of experience and staff expertise and tenure. If after you submit your application, there is a change in your staff leadership (i.e., Executive Director or key staff person who delivers the program resigns from the organization) you must let us know and state the plans to staff the program or organization.	The strategic plan should provide insight into your organizational capacity. You can provide trends in terms of the organization's growth and the impact it is having in the community. If your staff leadership (i.e., Executive Director) or key staff person involved in operations or overall management resigns from the organization, please let us know and state the plans to staff the program or organization. If after you submit your application there is a change, you must let us know and state the plans to fill the position and lead the organization in the interim. Failure to do so may delay the award or result in the application being declined.
Financial Information	<ul style="list-style-type: none"> • State the program's budget. It should be realistic and reasonable. List all funding sources for last two fiscal years. State if any funders have ended or plan to end their support. • Percentage of the board making a personal donation in the last two fiscal years. • Upload your organization's 990. • If your organization's application advances, we will request specific information from your organization's 990. 	<ul style="list-style-type: none"> • Provide the operating budget. State if any funders have ended or plan to end their support. • Operating Reserves. How many months? • Endowment. How much? • Percentage of the board who made a personal donation in each of the last three fiscal years. • Upload your organization's 990 • If your organization's application advances, we will request specific information from your organization's 990.
Advocacy	If there is an advocacy component to the project, please describe it and your target audience(s).	If your agency engages in advocacy efforts, describe your advocacy initiatives and your target audience(s).

Renewal Funding

The Community Foundation has eliminated the "sit out" policy. Current grantees who have received funding for multiple, consecutive years can apply for support for the same or different program or for operating support. No organization is guaranteed funding in a subsequent year. All reporting requirements for previous funding must have been met. If you have any questions about submitting an application, please contact Nelida Valentin, Vice President, Grants and Programs, at nvalentin@pacf.org or at (609) 219-1800.

What We Do NOT Fund

- Building renovations and new facility construction
- Capital and endowment campaigns and projects
- Fundraising appeals, events, and sponsorships
- Scholarships and individual sponsorships
- Field trips, unless part of a larger educational or developmental effort
- Sports activities, unless part of a larger educational or developmental effort
- Sponsorship of events (Sponsorships are occasionally made as part of the Community Foundation's marketing efforts, and solely at the Foundation's initiation.)
- Lobbying or political activities
- Fraternal and religious activities
- Essential police and fire services

Application Restrictions

For this round of the Community Impact Grants, the Community Foundation will accept applications from both youth and non-youth serving organizations that meet the guidelines. In future years, organizations may be restricted to one application per calendar year and to only one of the discretionary grantmaking programs (either the Community Impact Grants or Children and Adolescents Living in Poverty).

Applying for funding under the Community Foundation's discretionary grant programs (Community Impact Grants or Children and Adolescents Living in Poverty) does not preclude your organization from submitting applications to non-discretionary grant programs, such as The Bunbury Fund or the Fund for Women and Girls.

Non-Discrimination

The Community Foundation supports programs and organizations that promote inclusiveness and that do not discriminate on the basis of race, gender, religion, marital status, sexual orientation, age, national origin, disability, or any other characteristics protected by law.

Assistance with Preparing Applications

The Community Foundation now requires applicants to attend **Grant Information Sessions** at its office, located at 15 Princess Road, Lawrenceville, New Jersey. These sessions provide an opportunity to ask questions. Please check our website event page for dates and registration. **Grant information sessions will be mandatory for the foreseeable future.**

Follow-up Questions and Site Visits

During the review process, the Community Foundation may contact your organization to request information or to schedule a site visit.

How Grants Are Announced

The Community Foundation first notifies all applicants of its decision by mail, and then posts a full listing on its website. Grantees are encouraged to publicize their awards themselves through press releases, social media, newsletters, web sites, and annual reports, and to acknowledge the Community Foundation's support. Advice or assistance can be obtained from Michelle Sahn, Director of Communications, at msahn@pacf.org or at (609) 219-1800.

Use of Grant Money

Grant money must be used exclusively for the purposes and activities specified in the grant application. Grantees may be required to return grant funds not used in the manner described in their grant proposal. Grantees should notify the Community Foundation as soon as possible if their needs or circumstances change.

Reporting Requirements

Grantees are required to submit brief **six-month** and **end-of-grant reports**, including financial reports and all project evaluation data, lessons learned, changes that will be made in future endeavors that are similar, and unintended consequences, if any. Report forms are posted on the Community Foundation's website. Failure to complete and submit reports on time will result in your ineligibility to apply for future funding. Grantees may be asked to present a status report in person during and/or after the completion of the grant year.

APPLICATION DEADLINE: SEPTEMBER 11, 2017 at 4:30pm

- **Applications must be completed online on or before the proposal deadline.**
- Login Address: <https://www.grantinterface.com/princetongrants/common/logon.aspx>
- **Note:** you will need to create a login before accessing the application. The online portal is PC and Mac friendly.
- **Only online applications will be accepted, beginning on July 19, 2017.**

Additional Requirements:

- **The Grant Information Sessions Are Mandatory.** Since the Community Foundation's grantmaking guidelines are changing, the grant information sessions will be mandatory for the foreseeable future.
- Dates for the **Mandatory Grant Information Sessions** are as follows:
 - **Session 1:** July 25, 2017 (11:00 am – 12:30 pm)
 - **Session 2:** August 8, 2017 (9:00 – 10:30 am)
 - **Session 3:** August 22, 2017 (11:00 am – 12:30pm)

Sessions will be held at the Community Foundation, located at 15 Princess Road, Lawrenceville, NJ 08648.

- **Registration will be required in advance of the Mandatory Grant Information Session.**
- **Registrations will be taken online only at www.pacf.org/events**