

## Greater Mercer Grants Application Instructions

### How To Apply

Your application should be unbound (no binders, folders, portfolios) and contain one copy of each section:

1. **Cover Sheet:** Typed or clearly printed. (The form is included.)
2. **Description of your project and/or services:** Typed and double-spaced. Your description must not exceed seven (7) pages. *Program* and *Building Community* requests should include sections A, B, C and E. *Operating support* requests should include sections A, C, D and E.

**A. Summary (for all grants)** - In this section state *briefly*:

- Your organization's mission, goal(s), and history
- The purpose of the proposed project and/or the services you currently provide to the community
- The results you aim to achieve
- The impact of the current economic climate on your operations

**B. Project Purpose (for program support and building community grants)** - In this section, describe:

- The problem or opportunity being addressed
- The work to be done - how, where, when, and how often it will be carried out
- For Building Community grants, how and to what extent the project will build social networks among individuals and groups
- Who will benefit from the work, including the number of people, where they live, and key characteristics (i.e. gender, age, race, occupation). Include how they will be involved in informing, planning or executing the project
- Timetable
- Partners and their roles
- What qualifies your organization to do the work (i.e. experience, knowledge, resources, certification)
- Key staff involved in the project, their roles and qualifications

**C. Organization Status (for all grants)** - In this section, describe the following in relation to the current economic climate:

- Which of your programs and activities are mission-critical (i.e. have the greatest impact on those you serve and make the greatest difference in your ability to achieve and sustain results)? Include the organizational infrastructure required to support these core activities.
- What cost management strategies have you implemented to protect your core mission? Have you redesigned programs or services to continue to achieve results while reducing costs? How and what have you communicated to your team (staff, board, volunteers), key donors, clients and other constituents?
- How has your board reacted to the current economic climate?

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D. Additional Organization Status Questions (for operating support grants) – In this section, describe the following in relation to the current economic climate:

- How has demand for your services changed?
- What staffing structure changes have you made (including new hires, layoffs, salary cuts, position realignments, etc.)?
- Have you eliminated any programs or services? If so, identify organizations and/or projects you have partnered with to cover these needs for your clients
- What contingencies are built into your budget to respond to a flat, declining, or improving economic climate? What are the triggers that will set your contingency plans in motion?

E. Assessment (for all grants) - In this section, describe:

- The goal(s) of your project and/or services
- How success will be defined, measured and documented
- What role, if any, the population to benefit from the project will play in measuring its success
- How the results of your assessment will be used

3. **Budget (for Program Support and Building Community Grants):** (Typed or printed) Using the Project Budget form included, list the following:

- On page 1, the amounts committed and requested for this project from all sources, including the Community Foundation
- On page 2, the expenses for the project including detailed line items or a budget narrative
- On page 2, which expenses are priorities for funding in the event the Community Foundation can provide some, but not all, of the support requested

4. **Attachments:** One copy of the most current version of each of the following:

- IRS determination letter verifying 501 (c)3 tax-exempt status
- IRS Form 990 tax return
- Current organizational operating budget, including revenues and expenses
- Financial statements independently audited, unless exempt (including Management Letter)
- A list of the organization's Trustees and their affiliations

### **How To Submit An Application**

Mail or hand deliver your application to the Princeton Area Community Foundation, 15 Princess Road, Lawrenceville, NJ 08648 by 5 pm on the proposal due date. Proposals must be delivered, or postmarked, on or before the deadline.

**Please do not e-mail or fax applications.**

### **If You Need Help**

The Community Foundation offers **Grant Information Sessions** to walk through the grant guidelines and application forms, and give you an opportunity to ask questions. Attendance is not required in order to apply for a grant. Please visit our website [www.pacf.org](http://www.pacf.org) for upcoming dates. The Community Foundation staff is always happy to answer specific questions. Please call for assistance.