



The Bunbury Fund

Non-profit Capacity-Building

2019 Grant Guidelines

OVERVIEW

The Bunbury Fund ("the Fund") is a donor advised fund of the Princeton Area Community Foundation, created from the assets of the Bunbury Company, a private grant-making, charitable foundation formed by Dean Mathey in 1952.

The Fund's giving is overseen by a small group of advisors. In 2017, the advisors determined that the Fund's grantmaking would be strengthened by focusing its resources strategically within areas we see as pivotal to organizational effectiveness.

Broadly stated these areas fall under the heading of capacity-building, defined by the National Council of Nonprofits as "... whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future. Capacity-building is not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization."**

Our capacity-building support is not meant to simply sustain day-to-day activity – it is meant to help an organization reach a new level of operating effectiveness. The anticipated outcome is greater nonprofit adaptability and durability.

Our focus results in a smaller number of larger grants, an intentional partnership with each grantee's leadership, and improvement in each grantee's ability to do its best work. A list of past year award recipients is posted on the Community Foundation's Bunbury webpage.

WHAT WE FUND

One year Capacity-building grants up to \$50,000

Priority will be given to projects that strengthen the governance of organizations, address succession and leadership transition, and explore collaboration/merger opportunities. The full list of projects we support is as follows:

1. Strengthening governance, leadership or staff expertise
2. Executive transition and succession planning

** <https://www.councilofnonprofits.org/tools-resources/what-capacity-building>

3. Collaborating with other organizations to improve services or eliminate duplication
4. Pursuing opportunities to share space, equipment, or other administrative costs, or merge
5. Organizational assessment including strategic planning
6. Restructuring business models and accounting practices to improve financial stability
7. Leadership development and training
8. Acquiring or improving impact measurement tools and program evaluation capacity
9. Enhancing technology (excluding routine upgrades)
10. Refining communications, marketing and outreach
11. Improving volunteer recruitment, training and engagement

Multi-year grants (up to 3 years) up to \$150,000

We will also entertain proposals for multi-year grants focused on developing organizational effectiveness over a period of up to three years.

Planning Grants up to \$10,000:

A planning grant will be considered to help an organization evaluate the resources required to undertake a more comprehensive capacity-building project.

Administrative Overhead

All awarded grants will include an additional 10% for overhead costs. Proposals do not need to include an explanation of such costs.

ELIGIBILITY CRITERIA

An applicant must have tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code, be a publicly supported charity under Section 509, and be registered with the State of New Jersey as a charity.

Applications will be accepted from organizations that operate within the geographic region covered by the Princeton Area Community Foundation, defined as follows:

- All of Mercer County
- Southern Middlesex County, including Plainsboro and Cranbury

- Southern Somerset County, including Montgomery, Rocky Hill and adjacent sections of Franklin Township (like the Griggstown area)
- Southern Hunterdon County, including Lambertville, West Amwell Township and the adjacent parts of East Amwell Township
- Northern Burlington County, including Bordentown and Bordentown Township
- Eastern Bucks County, Pennsylvania, including New Hope, Morrisville, Washington Crossing and Yardley.

We only support organizations that provide the majority of their programs and services within our defined region. If an organization operates in a wider geography, their grant request will only be considered if the capacity-building work yields direct benefits within the region defined above.

WHAT WE DO NOT FUND

1. Operating support
2. Existing salary and benefit costs
3. Building renovations and new facility construction
4. Capital and endowment campaigns and projects
5. Fundraising appeals, events, and sponsorships
6. Scholarships and individual sponsorships
7. Field trips
8. Sports activities
9. Sponsorship of events
10. Lobbying and other political activities
11. Fraternal and religious activities
12. Tax-supported and government-operated basic programs and services, such as core curricular school activities, and essential police and fire services

APPLICATION REQUIREMENTS

Electronic applications must include the following:

1. Project Summary (not to exceed 2 pages) to include the following:
 - Single sentence statement on the exact capacity-building project to be undertaken
 - The need for improvements and the choice of intervention: How did you choose this approach?
 - How capacity-building reflects strategic plan priorities
 - Organizational readiness
 - Anticipated outcomes
 - Board and staff commitment to the process

- The course of action to be followed, and timeline
 - Anticipated help needed along the way
 - The impact on the organization's future success and sustainability
2. Current board members with affiliations, and profiles of relevant staff members
 3. Institutional funding sources over \$1,000 for your organization as a whole
 4. Financials
 - Most recent audited financial statement
 - Full detailed and precise project budget including other sources of income, and the amount requested from the Bunbury Fund.
 5. Information from consultants: if you are requesting funds to support the hiring of a consultant, please include the resume of the consultant, their proposal/scope of work, and a detailed budget from that person or firm outlining the use of grant funds.

Organizations may only apply once per grant cycle. Once awarded a grant, an organization must sit out for 12 months, unless they received a planning grant and are ready to move forward sooner (at discretion of advisors).

Applications must be filed electronically via our grants portal at <https://www.grantinterface.com/Home/Logon?urlkey=princetongrants> by 5:00 p.m. on the deadline date. Applications received after the deadline will not be reviewed. Applicants will receive an automated email confirmation that their proposal has been received and an approximate timeline for the review process. All required documents can be uploaded into the online application. Incomplete applications will not be reviewed.

If there are any changes to the project for which an organization has requested support, applications may be updated at any time during the process.

SELECTION CRITERIA

1. Fit with the Bunbury Fund guidelines and the Community Foundation's footprint
2. Quality of the application (clearly articulated, knowledgeably researched, well-written)
3. Clarity of statement of need
4. Evidence of board and staff investment in outcome
5. Measurable goals and realistic budget

ADDITIONAL INFORMATION

Grant Information Session(s): A non-mandatory information session will be held for each cycle of award in 2019. The information session will provide an overview of the grant guidelines and discuss the Fund's focus on capacity-building efforts. Each session will be held at the Community Foundation, located at 15 Princess Road, Lawrenceville, NJ 08648. The office phone number is 609-219-1800.

Dates for each information session are as follows:

1. Cycle 1: Thursday, February 21, 2019 (2:00 – 3:30 pm)
2. Cycle 2: Thursday, September 12, 2019 (10:00 – 11:30 am)

Registration for Information Session(s) will be taken online only: www.pacf.org/events

Site Visits:

Follow-up questions and site visits from Fund Advisors and Community Foundation staff are a routine part of the application process.

Award Decisions:

Grant awards are recommended by the advisors and approved by the Board of the Community Foundation. Grantees are notified of the Fund's decisions via electronic mail by Community Foundation staff. Grantees are encouraged to publicize their awards through press releases, newsletters, websites, and annual reports, and to acknowledge support of the Bunbury Fund at the Princeton Area Community Foundation.

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 must notify the Community Foundation as soon as possible if any material aspect of their funded proposal has changed.

Reporting Requirements:

Grantees are required to submit a brief end-of-grant narrative, including financial reports, all project evaluation data, lessons learned, changes that will be made in future endeavors that are similar, and any unintended consequences. Failure to complete and submit reports will result in 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.

Multi-year Grants:

Multi-year grant awards will include periodic discussions with the Fund advisors intended to include updates on ongoing work and challenges, and brainstorming to advance the accomplishment and success of planned capacity-building. Grantees are required to submit written reports in advance of continued funding. Subsequent funding will depend on appropriate progress.

Non-Discrimination:

The Community Foundation supports projects that promote inclusiveness and that do not discriminate on the basis of race, gender, religion, marital status, sexual orientation,

gender identity, age, national origin, disability, or any other characteristics protected by law.

Where to Apply:

<https://www.grantinterface.com/Home/Logon?urlkey=princetongrants>

Grant Application Deadlines:

Cycle 1 deadline: March 8, 2019 – 5:00 pm

Cycle 2 deadline: September 27, 2019 – 5:00 pm