



PRINCETON AREA COMMUNITY FOUNDATION  
**THE BUNBURY FUND**

## **Grant Guidelines**

***Updated 08-09-23***

The Bunbury Fund's mission is to strengthen the ability of nonprofit organizations to do their best work. We refer to this work as capacity building. It is work that helps your organization deliver its mission with greater confidence. We respect that what an organization might need in terms of capacity building is best identified by its staff and board. The Bunbury Fund Advisors strongly support and encourage projects and organizations that embrace and promote anti-racism strategies and conduct projects that place racial equity at the core of their work.

### **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 group of seven advisors and grantmaking is focused within areas we see as pivotal to organizational effectiveness. 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."*

We at the Bunbury Fund work to build relationships with the organizations we support that are meaningful, evolving, and transparent, not simply transactional. For more than 70 years the Bunbury Fund has served the nonprofit sector with grants that have supported important work. In recent years we have focused on meeting distinct capacity building needs identified by individual organizations and presented to us. Our commitment is to strengthen the ability of nonprofit organizations to do their best work and our desire is to be open to learning along the way. In doing this work, we try to partner with a variety of regional organizations which over the years has included Princeton Area Community Foundation, the NJ Center for Nonprofits, NonProfitConnect, Community Works, Smith Family Foundation, and Princeton Area Community Foundation fundholders and committees, including the Fund for Women and Girls, NextGen Giving Circle, and the COVID-19 Relief and Recovery Fund.

## WHAT WE FUND

### **One year capacity-building grants: up to \$50,000**

- Strengthening the board governance
- Succession planning for board and staff leadership
- Developing strategic partnerships and program collaborations
- Strategic and scenario planning
- Systems upgrades to improve service delivery and measurement
- Embracing practices that support racial equity and inclusion
- Supporting the strategic and capacity building needs of start-ups and newly launched initiatives
- Strengthening Human Resources systems
- Improving technology/communications

### **Multi-year capacity building grants: up to \$150,000 and up to three years**

We will also review proposals for multi-year projects that focus on developing organizational effectiveness over a period of up to three years. This is work that might be accomplished in phases where the completion requires more than one year.

### **Planning Grants: up to \$10,000:**

A planning grant helps an organization evaluate the resources required to undertake a more comprehensive capacity-building project. This is often an initial step in determining the needs and viability associated with a larger capacity building project.

*All approved grants will include a 15% overhead based on the amount of the award.*

## 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 NJ Division of Consumer Affairs as a charity in good standing. For more info, please visit

<https://www.njconsumeraffairs.gov/charities/Pages/FAQ.aspx>. To check your status, you may visit <https://njconsumeraffairs.state.nj.us/public-charity-search-results>.

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

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

View a map of our region by [clicking here](#).

## WHAT WE DO NOT FUND:

- Requests to fund programs or activities for ongoing operations
- Salaries for overhead and operations
- Capital or endowment campaigns beyond initial feasibility assessments
- Services outside the above stated geographic region
- Statewide organizations unless:
  - The organization maintains a physical office presence within the PACF geography; and
  - All Bunbury funds will only be used within the PACF geography; and
  - It is abundantly clear the capacity building request can be restricted to the PACF geography.
- Building renovations
- Fundraising appeals or event sponsorships
- Scholarships and individual sponsorships
- Field trips
- Sports activities
- Lobbying and other political activities
- Fraternal and religious activities
- Tax-supported and government-operated basic programs and services, such as core curricular school activities, and essential police and fire services

## APPLICATION REQUIREMENTS

Your electronic application must include the following:

1. Requested Amount
2. Geographic region
3. Organization Mission Statement (brief)
4. Project Name
5. Project Purpose: brief statement of capacity building intention / anticipated outcome
6. Project Summary / The Need (1 page)
  - a. How did you identify the need?
  - b. How will this project improve your ability to deliver services?
  - c. How can the benefits of this project be shared in the community?
7. Project Staff (1 page)
  - a. What staff will oversee this project?
  - b. Will you need the outside assistance of a consultant? If yes, please describe that role.
  - c. What role will the board have in this project?
  - d. Will you work with any partners on this project?
8. Staff profiles and Board List with affiliations, place of residence and contact info
9. Consultant Scope of work (if applicable)
  - a. If using a consultant, upload a copy of the proposal which includes fee structure and scope of work.
  - b. While PACF / Bunbury Advisors do not endorse or recommend any specific consultants, we encourage applicants to reach out to peer organizations to discuss their consultant outcome and experience. A list of recent projects that Bunbury has funded is available [here](#).
10. Primary funding sources

11. Most recent audited financial statement, most recent 990 and project budget
12. Strategic Plan
13. NJ charitable registration in good standing
14. Fiscal sponsor agreement (if applicable)

Organizations may only apply once per calendar year. You must file your application online by 12:00pm on the deadline date. Applications received after the deadline will not be reviewed. You will receive an automated email confirmation that your proposal has been received and an approximate timeline for the review process. All required documents can be uploaded into your online application. **Your application is considered incomplete and will not be reviewed if any of the required information is not received by the 12:00pm deadline.** It is very important for you to check your application thoroughly.

#### **SELECTION CRITERIA**

- Fit with the Bunbury Fund guidelines
- Clarity of the stated need
- Impact on organization's ability to deliver mission
- Measurable goals and realistic budget

**Grant Information Session(s):** There will be a virtual Grant Information Session toward the beginning of each cycle. Please check the [PACF Bunbury Fund website](#) for details.

**Site Visits:** Follow-up questions and site visits from Fund Advisors and Community Foundation staff are a routine part of the application process. Questions will be provided in writing in advance of the site visit, which may be conducted by Zoom and should include leadership staff and board.

**Award Decisions:** Grant awards are funded by the Bunbury Fund at the Princeton Area Community Foundation. They are distinct from grants awarded by the Community Foundation as part of their cycle of review. Bunbury Fund grant awards are recommended by the Fund Advisors for approval to 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 should notify the Community Foundation as soon as possible if their needs or circumstances change.

**Reporting Requirements:** Grantees are required to submit a brief end-of-grant narrative including financial reports and 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 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.

**Multi-year Grants:** Multi-year grant awards will include periodic discussions with the Fund advisors as

updates on ongoing work and challenges and brainstorming to advance the accomplishment and success of the project. These discussions may be by zoom. Grantees are required to submit brief written reports in advance of continued funding that include summarized highlights of the work to date. Subsequent funding will depend on appropriate progress.

**Non-Discrimination:** The Community Foundation supports projects that promote inclusiveness and that do not discriminate based on race, gender, religion, marital status, sexual orientation, gender identity, age, national origin, disability, or any other characteristics protected by law.