



The Bunbury Fund 2018 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." **

We anticipate that our focus will result 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 listing of past year awards is posted on the Community Foundation's Bunbury webpage.

WHAT WE FUND

Capacity-building grants up to \$50,000

1. Organizational assessment including strategic planning
2. Leadership development and training
3. Executive transition
4. Performance evaluation
5. Technical assistance and technology support
6. Communications strategies
7. Volunteer management
8. Governance review including board development
9. Nonprofit collaborative and/or merger opportunities

Multi-year grants: grants up to \$150,000 for up to three years

We will also entertain proposals for multi-year grants focused on developing organizational effectiveness over a period of up to three years (up to \$150,000).

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

Planning Grants: up to \$5,000:

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

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; and eastern Bucks County, Pennsylvania, including New Hope, Morrisville, Washington Crossing and Yardley.

WHAT WE DO NOT FUND

- Operating support
- Building renovations and new facility construction
- Capital and endowment campaigns and projects
- Fundraising appeals, events, and sponsorships
- Scholarships and individual sponsorships
- Field trips
- Sports activities
- Sponsorship of events
- 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. **Project Summary** (not to exceed 2 pages) to include the following:
 - Single sentence statement on the exact capacity building use of the funds
 - The need for improvements
 - 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
 4. **Financials**
 - Most recent audited financial statement
 - Project budget

Organizations may only apply once per calendar year. You must file your application electronically by 5:00 p.m. 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.

SELECTION CRITERIA

- Fit with the Bunbury Fund guidelines
- Quality of the application (*clearly articulated, knowledgeably researched, well-written*)
- Clarity of statement of need
- Evidence of board and staff investment in outcome
- 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 2018. 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 on 15 Princess Road, Lawrenceville, NJ 08648. The main office number is 609-219-1800. Dates for each information session are as follows:

- **Cycle 1:** Tuesday, February 20, 2018 (2:00 – 3:30 pm)
- **Cycle 2:** Wednesday, September 12, 2018 (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 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 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.