



PRINCETON AREA COMMUNITY FOUNDATION
THE BUNBURY FUND

Grant Guidelines

Updated January 24, 2022

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.

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. We know we are better together and so we collaborate with a variety of regional organizations, including the NJ Center for Nonprofits, NonProfitConnect, Community Works, Smith Family Foundation, and other 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.

The Bunbury 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.

WHAT WE FUND

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 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).

Planning Grants: up to \$10,000:

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.

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 State of New Jersey as a charity. 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:

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

- Services outside the above stated geographic region
- Operating support and staff salaries (new or existing)
- Building renovations, capital or endowment campaigns
- 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. Brief statement of capacity building intention and anticipated outcome
3. Project Summary (not to exceed 2 pages)
 - a. How did you identify the need?
 - b. How will this project improve your ability to deliver services?
 - c. What staff will oversee this project and will you need the outside assistance of a consultant (if yes, please describe that role and attach the consultant scope of work)
 - d. What role will the board have in this project?
 - e. Will you work with any partners on this project?
 - f. How can the benefits of this project be shared in the community?
4. Mission Statement
5. Geographic region
6. Staff profiles and Board List with affiliates and place of residence
7. Consultant Scope of work (if applicable)
8. Primary funding sources
9. Most recent audited financial statement, most recent 990 and Project budget
10. Strategic Plan

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

ADDITIONAL INFORMATION

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 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 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.