



PRINCETON AREA COMMUNITY FOUNDATION 2019 COMMUNITY IMPACT GRANTS

INTRODUCING



THE BURKE FOUNDATION LEGACY GRANTS

This grant announcement is the result of the close partnership between the Princeton Area Community Foundation and The Burke Foundation. Both foundations have deep roots in the region, share the same values about responsible philanthropy, a commitment to the nonprofit agencies that serve our regional community, and give generously to address the needs of low-income individuals, families and communities in our local area.

This grant funding opportunity only requires one application, the same application, as submission for the Community Foundation's Community Impact Grants and The Burke Foundation Legacy Grants. While The Burke Foundation will be actively involved in the selection of grantees, Community Foundation staff will manage all grant-making activities. Please direct all questions to the Community Foundation.



About the Community Foundation

The Princeton Area Community Foundation promotes giving as a shared community value —something we simply expect of ourselves and of others. This shared value connects us to each other and our work. It helps us all to thrive and grow stronger. We believe in sharing resources—money, ideas, talents, and time—and we encourage generosity within ourselves and from others. We help people and other organizations invest in outstanding local organizations—successful nonprofits that are making lives better across central New Jersey and beyond.

The Community Foundation embraces **generosity, fairness, creativity, courage,** and **sustainability** as the central framework of values for Community Impact Grants, and all our other work as follows:

Generosity: We believe in the sharing of resources and encourage this altruistic spirit in ourselves and others. We share more than money. We share our knowledge of the community, its needs, and the nonprofit organizations that provide vital services. This means that we will invest time in answering your questions before application deadlines and will provide grant information sessions that can be open to all nonprofits.

Fairness: We perform the work of our organization justly, openly, honestly, and strive for social justice. We consider each application on its own merits. We draw on the expertise of a group of board members and volunteers to help us make decisions in the best interest(s) of our communities. We manage potential conflicts of interest or the appearance of conflicts carefully so to evaluate each applicant on the merits of the proposal.

Creativity: We harness our collective intelligence, compassion, and empathy to ensure that our work is productive, constructive, and imaginative. We value creativity in our grantees. We encourage fresh thinking and new approaches that include evidence to support the approach and its likelihood of success.

Courage: We aspire to do the right thing for our organization and for our community, even when a decision may not be popular or universally understood. We encourage our grantees to be courageous whether it is trying a new programmatic or operational approach, or it is advocating for change and social justice solutions to root causes of social dysfunction or inequality.

Sustainability: Our organization will remain enduringly relevant. A key driver for remaining relevant is our desire to achieve significant impact and sustainable well-being in our regional community through the grants we make.

Grant-making is an essential tool, but only one way that the Community Foundation builds strong relationships with area nonprofits. We value partnerships in which we learn from each other, advocate for the nonprofit sector and shine a light on important issues that affect the people we serve. We embrace opportunities where we can combine efforts to improve life in our communities and address the needs of the people who live in them.

The high value we place on partnerships is evident in the relationship the Community Foundation has developed with The Burke Foundation, a Princeton-based private foundation that shares the same geographical footprint as we do, our values, and commitment to local nonprofits. Our focus areas and processes mesh well.



About The Burke Foundation

The mission of The Burke Foundation is to improve the health and well-being of underserved children. The Foundation invests in the most promising programs narrowing developmental, achievement, and health gaps in New Jersey. The Burke

Foundation explores funding ideas and generates initiatives through research, long-term partnerships, and networking with community leaders. It is particularly interested in evidence-based programs that empower families and caregivers and communities working to equip children with the cognitive development, socio-emotional growth, long-term health outcomes, and core life skills needed to become healthy adults.

The Burke Foundation Legacy Grants are made through this shared initiative in honor of the late James (Jim) Burke and his wife Diane (Didi), who established The Burke Foundation in 1989. Jim Burke, who spent 37 years with Johnson & Johnson and served as Chairman and CEO for the last 13 years of his tenure, was well known as a visionary corporate leader and philanthropist.

Grant Eligibility and Funding Guidelines

The Princeton Area Community Foundation and The Burke Foundation (jointly referred to as the Foundations) offer grants to organizations whose initiatives transform the lives of low-income individuals, families and communities across our regional footprint as follows:

- All of **Mercer County**;
- **Southern Middlesex County**, including Monroe, Plainsboro and Cranbury;
- **Southern Somerset County**, including Montgomery, Rocky Hill and adjacent sections of Franklin Township;
- **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.

GRANT ELIGIBILITY QUIZ

The **Community Impact and The Burke Foundation Legacy Grants** will consider applications from nonprofits that answer “**Yes**” to all of the questions below.

- | | | |
|---|--------------------------|--------------------------|
| • Does the nonprofit have tax-exempt status under the IRS Section 501(c)(3)? | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the nonprofit organization located in the Foundations’ footprint, as listed above or is a significant part of its service portfolio devoted to residents of the service area? <i>Before submitting a letter of intent, the Foundations strongly encourage a discussion with PACF staff.</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the nonprofit’s proposed activity focused on low-income individuals, families and communities in the Foundations’ footprint, as listed above? | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |

- | | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Is the nonprofit registered with the State of New Jersey or Pennsylvania as a charity? For organizations exempt from the provisions of the New Jersey Charitable Registration and Investigation Act or the Pennsylvania Solicitation of Funds for Charitable Purposes Act, is the organization a religious organization or a school district that files its curricula with the Department of Education? For more information on New Jersey Charitable Registration, go to the New Jersey Division of Consumer Affairs' web site at http://www.njconsumeraffairs.gov/ocp/charities.htm or Pennsylvania's Department of State's website at: http://www.dos.pa.gov/BusinessCharities/Charities/Resources/Pages/Information-for-Charitable-Organizations.aspx | <input type="checkbox"/> | <input type="checkbox"/> |

If your organization answered "YES" to all questions, then your organization is eligible to apply. If you have any questions about your organization's eligibility, contact Nelida Valentin, Community Foundation Vice President, Grants and Programs, at nvalentin@pacf.org or at (609) 219-1800.

Follow-Up Question: While the Community Foundation and The Burke Foundation believe that grantmaking is a powerful tool to support nonprofit organizations, we value deeply and above all the relationship building and collaborative process that may lead to meaningful impact in the community.

- | | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> My agency has received a grant from the Princeton Area Community Foundation or The Burke Foundation within the past three years. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "**NO**" to the above question, we may not know enough about each other. Your organization may not be aware of the Community Foundation's current strategic plan and the changes affecting our grantmaking or the work and interests of The Burke Foundation. We may not know about your organization's mission and initiatives. We recommend a conversation, so we can get to know each other. To schedule a conversation, contact Nelida Valentin, Community Foundation Vice President, Grants and Programs, nvalentin@pacf.org or (609) 219-1800. Please do not contact The Burke Foundation for this grantmaking program. You certainly should attend one of the mandatory joint grant information sessions. Scheduled grant information sessions are on the Community Foundation website at www.pacf.org.

2019 FUNDING GUIDELINES

For consideration for the **Community Impact and The Burke Foundation Legacy Grants**, an applicant may request program or operating support, for up to \$50,000. Both Foundations will consider requests within two categories of community impact: *The Basic Needs of Low-income Individuals and Families*, and *The Needs of Low-income Neighborhoods and Communities*. We encourage a wide range of initiatives that improve the quality of life, such as affordable housing, economic/community development or arts initiatives as well as programs that enhance the cognitive and social-emotional development of children and adolescents.

There will be one Community Impact and Burke Foundation Legacy Grants cycle in 2019.

The Community Foundation and The Burke Foundation seek collaborations within the funding community. If, for whatever reason, your proposal meets our guidelines, is of high quality, and addresses a significant need, **but** not funded by either The Burke Foundation or the Community Foundation, we may seek support from a collaborating foundation, corporation, or individual donor. There is no guarantee, but we will continue to inspire greater collaboration among funders and donors.

2019 FUNDING GUIDELINES FOR THE COMMUNITY FOUNDATION'S COMMUNITY IMPACT GRANTS AND THE BURKE FOUNDATION LEGACY GRANTS		
Guideline	Program Support	Operating Support
Fits With the Request	<p>Supports a specific program/initiative</p> <p>A program grant is restricted support to enable an organization <u>to provide services to low-income, vulnerable individuals, families, neighborhoods or communities</u> within the Foundations' footprint. A grant can cover administrative costs, but only for the specific program.</p>	<p>Supports the organization</p> <p>An operating grant enables an organization <u>to underwrite administrative and infrastructure costs and assist with the enhancement of strategic financial and organizational capacity.</u> Funds are not to be used in carrying out a specific program. Nonprofits must have a well-developed, thoughtful, current, and board-approved strategic plan. Organizations with expired plans are not eligible.</p>
Quality of the Current Strategic Plan	<p>The board approved strategic plan must identify the proposed program or major activity in the subject area and how it fits in the organization's mission. The board approved strategic plan must be current when applying. A copy of the strategic plan must be uploaded with the full grant application.</p>	<p>The board approved strategic plan must be current when applying. The strategic plan should describe vision, goals, strategies, and metrics. Depending on the status of the plan, describe progress in achieving the metrics. For example, if the plan is in year 2, describe the results of year 1, any adjustments made, and the identified challenges for year 3 of the plan.</p>
Quality of the Application	<p>The application is submitted on time, is complete, and clearly written in a compelling manner, describing local need, including detailed quantitative data, qualitative information, and any storytelling that may be appropriate.</p>	<p>The application is submitted on time, is complete, and clearly written in a compelling manner. The application describes the organization's mission, vision, and programs. The reader can determine how the organization exists within the community and how it relates to the people it serves, to other service providers and other community stakeholders.</p>

2019 FUNDING GUIDELINES FOR THE COMMUNITY FOUNDATION'S COMMUNITY IMPACT GRANTS AND THE BURKE FOUNDATION LEGACY GRANTS		
Guideline	Program Support	Operating Support
Clear Statement of Need	While issues occur on a national level, we are focused on making local impact. Use local information and data to make a compelling case. The program's design must be linked to your stated need and anticipated outcomes must be clear. If similar programs exist in the area, explain how your program is different in terms of approach or population served. How does this program fit into the "ecosystem" of programs and services in the Community Foundation and The Burke Foundation service area?	In discussing your organization's programs and services, put the information in the context of the community served. Tell us who else in the footprint provides the same service and how the service you provide differs from that of other organizations. Identify your collaborators and explain how you collaborate to achieve major goals. In other words, how does the agency fit into the "ecosystem" of nonprofits in the Community Foundation and The Burke Foundation service area?
Addressing Root Causes	Describe efforts, if any, to address the root causes of the problem your proposed program design addresses.	Describe efforts, if any, to address the root causes of the problem that your nonprofit charter addresses.
Evidence Based on Research or Documented Success	Discuss the evidence-based research or documented success that supports the approach described in the application. There should be an explanation of why/how your intervention has a reasonable chance for success. Provide references. We are also looking for demonstrated knowledge of the field and use of current, best practices. If you are proposing a new program, state why this new program is needed, and why existing program(s) cannot meet the need. Additionally, how well does your organization understand what others have attempted and what works best with the issue you describe?	Discuss the evidence-based research or documented success that supports the approach described in the application. There should be an explanation of why/how your intervention has a reasonable chance for success. Provide references. We are also looking for demonstrated knowledge of the field and use of best practices. If you are proposing changes to operational procedures, explain how those changes will be sustained at the conclusion of funding by the Community Foundation or The Burke Foundation.
Quality of Project Design	Explain how well the program is conceptualized and planned. In developing the program, did your organization involve in its planning the people who will benefit from the program? How were they involved (i.e., focus group)?	How will the investment by the Community Foundation or The Burke Foundation be used within the context of your strategic plan? Will it support stability or growth? For example, by supporting salaries of management, will it translate to increased program capacity, or operational efficiency?

2019 FUNDING GUIDELINES FOR THE COMMUNITY FOUNDATION'S COMMUNITY IMPACT GRANTS AND THE BURKE FOUNDATION LEGACY GRANTS		
Guideline	Program Support	Operating Support
Measures of Success	Describe the measures of success. What are the metrics? Listing outputs is useful, but not sufficient. A definition of impact must be provided and should link to the statement of need. How do you use data to improve your services, and how do you communicate success?	Describe the measures of success. How will the metrics be defined and communicated? For operating support, what constitutes success for your organization? What are the metrics within your strategic plan, and how are you achieving them?
Plans for Sustainability	What is the sustainability strategy? How will the program continue if the application is declined? If one of the Foundations provides funding, how will the program be supported in future years?	Describe your fundraising and development plans? Do you have dedicated staff? What is your sustainability strategy?
History of Accomplishments	If your organization or program has been operating for more than three years, describe the progress it is making on the issue or with its mission.	If your organization has been operating for more than three years, describe the progress it is making on the issue or with its mission. Does the organization have a track record in improving effectiveness and efficiency?
Challenges	Other than funding, what challenges does the program face?	Other than funding, what challenges does the organization face? How do the proposed activities address the challenges?
Organizational Capacity	Describe your organization's capacity to deliver the program in terms of experience and staff expertise and tenure. If after you submit your letter of intent or application, there is a change in your staff leadership (i.e., Executive Director or a key staff person who delivers the program resigns from the organization) you must let us know and state the plans to staff the program or organization.	The strategic plan should provide insight into your organizational capacity. You can provide trends in terms of the organization's growth and the impact it is having in the community. If your staff leadership (i.e., Executive Director) or key staff person involved in operations or overall management resigns from the organization, let us know and state the plans to staff the program or organization. If after you submit your letter of intent or your application there is a change, you must let us know and state the plans to fill the position and lead the organization in the interim. Failure to do so may delay the award or result in the denial of an application.

2019 FUNDING GUIDELINES FOR THE COMMUNITY FOUNDATION'S COMMUNITY IMPACT GRANTS AND THE BURKE FOUNDATION LEGACY GRANTS		
Guideline	Program Support	Operating Support
Financial Information	<ul style="list-style-type: none"> • Provide the program's budget. It should be realistic and reasonable. List all funding sources for the last two fiscal years. State if any funders have ended or plan to end their support. • Percentage of the board making a personal donation in the last two fiscal years. • Upload your organization's 990 with the full proposal. <p>If your organization's application advances, we will request specific information from your organization's 990.</p>	<ul style="list-style-type: none"> • Provide the operating budget. State if any funders have ended or plan to end their support. • Operating Reserves. How many months? • Endowment. How much? • Percentage of the board who made a personal donation in each of the last three fiscal years. • Upload your organization's 990 if submitting a full proposal. <p>If your organization's application advances, we will request specific information from your organization's 990.</p>

Renewal Funding

There is no "sit out" policy for either the Community Foundation or The Burke Foundation. Current grantees that have received funding for multiple, consecutive years can apply for support for the same or different program or for operating support. There is no guarantee for funding in a subsequent year. Any organization receiving funding must be in good standing with any reporting requirements for previous funding. If you have any questions about applying, contact Nelida Valentin, Vice President, Grants and Programs, at nvalentin@pacf.org or at (609) 219-1800.

What the Community Foundation and The Burke Foundation Do NOT Fund

- Building renovations and new facility construction
- Capital and endowment campaigns and projects
- Fundraising appeals, events, and sponsorships
- Scholarships and individual sponsorships
- Field trips, unless part of a larger educational or developmental effort
- Sports activities, unless part of a larger educational or developmental effort
- Sponsorship of events
- Lobbying or political activities
- Fraternal and religious activities
- Essential police and fire services

Applying to other Community Foundation Funding Sources

Applying for funding under the Community Impact Grants/The Burke Foundation Legacy Grants does not preclude your organization from submitting applications for support

from The Bunbury Fund, the Fund for Women and Girls, or other grants programs offered by The Burke Foundation or the Princeton Area Community Foundation.

Non-Discrimination

The Community Foundation and The Burke Foundation support programs and organizations that promote inclusiveness and that do not discriminate on the basis of race, gender, religion, marital status, sexual orientation, age, national origin, disability, or any other characteristics protected by law.

Assistance with Preparing Applications

The Community Foundation and The Burke Foundation require applicants to attend **Grant Information Sessions** at the Community Foundation's office, located at 15 Princess Road, Lawrenceville, New Jersey. These sessions provide an opportunity to ask questions. Check the Community Foundation website event page for dates and registration. **Grant information sessions are mandatory.**

Follow-up Questions and Site Visits

During the review process, the Community Foundation may contact your organization to request information or to schedule a site visit with staff and/or your Board of Trustees.

How Grants Are Announced

The Community Foundation first notifies all applicants of its decision by regular or electronic mail, and then posts a full listing on its website. Grantees are encouraged to publicize their awards themselves through press releases, social media, newsletters, web sites, and annual reports, and to acknowledge the support of either the Community Foundation or The Burke Foundation. For assistance or advice on acknowledging grants from either source, please contact Michelle Sahn, Director of Communications, at msahn@pacf.org or at (609) 219-1800.

Use of Grant Funds

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 brief **six-month** and **end-of-grant reports**, including financial reports and all project evaluation data, lessons learned, changes that will be made in similar future endeavors, and unintended consequences, if any. Report forms are available on the Community Foundation's grant portal. Failure to complete and submit reports on deadline will render an applicant ineligible to apply for future funding from either the Community Foundation or The Burke Foundation. The Foundations may

ask a Grantee(s) to present a status report in person during and/or after the completion of the grant year.

APPLICATION PROCESS

The application process outlined below applies to both the Community Foundation's Community Impact Grants and The Burke Foundation Legacy Grants. Do not submit separate applications or request consideration by one or both funders. Both Foundations will jointly consider each application. Submit any questions about either funding program only to the Community Foundation.

This grant funding will entail a two-phase application process as follows:

- (1) Submission and Review of a Letter of Intent (LOI) or Inquiry and
- (2) Submission and Review of a Full Proposal.

The LOI is a brief summary of the proposed project or program. It should be prepared after careful consideration of the project goals, resource requirements, budget, and the grant guidelines. The LOI will enable the Foundations to assess whether there is a good match between their interests and the proposed project. If the match appears to be strong, we will request a full proposal. The goal is to make the best use of agency resources by reducing the time spent on preparing proposals. This process creates efficiencies for both the applicant and funders(s), particularly when proposed initiatives are not likely to receive funding by either Foundation, for a variety of reasons.

Below is an outline of steps for each phase of this application. Agencies should first complete the eligibility quiz provided above. If the answers to all questions are "Yes", the agency should decide whether it meets the 2019 Guidelines for program or operational support.

PHASE 1. THE LETTER OF INTENT. Organizations interested in applying for either program or operational support must first submit a Letter of Intent (LOI).

We suggest that you draft your Letter of Intent as a coherent statement and then complete the application in Foundant, the Community Foundation's on-line grant application system. Think of the LOI as a two-page, single-spaced letter. The LOI should follow the following outline:

1. **Summary Statement.** Include information about the applicant and what you want to do; the amount requested; the duration of the project; and whether the project is part of a larger initiative, and, if so, the nature of that initiative.
2. **Statement of Need.** In one or two paragraphs, explain the issue you are addressing and why you have chosen to respond to this set of issues in the way that you have. Why is the project important in the Foundations' service area; who will benefit and how?

3. **Project Activity.** Provide a concise overview of the activities involved. What is the evidence that the proposed approach will result in the intended outcomes? Outline the major details to the degree that space allows. Indicate why your approach is novel or otherwise deserving of funding. If your agency is part of a collaboration, identify your partners, their roles, and the resources they will provide.
4. **Outcomes.** State the outcomes you seek to achieve. Outline the role of evaluation in the project. Indicate how you will determine your success in achieving the outcomes.
5. **Credentials.** Explain why your agency and its staff are qualified to carry out the project successfully. What sets your agency apart from others doing similar work?
6. **Budget.** Provide a general description of funding needs, other actual or likely sources of revenue, and total amount of the request.
7. **Other Information.** Briefly provide **critical** information that does not fit elsewhere.

The Foundations will review all LOIs and invite applicants who meet the grant guidelines and make a strong case for the proposed initiative to submit a full proposal for funding.

PHASE 2. SUBMISSION OF FULL PROPOSALS. All applicants submitting promising Letters of Intent will be asked to submit a fuller application that address the elements included in the Letter of Intent. The invitation for a full proposal will include specific guidelines.

PHASE 3. GRANT AWARDS. Approximately \$500,000 is available to fund Community Impact Grants or The Burke Foundation Legacy Grants in 2019. This will be a single-grant cycle.

Successful grantees may receive a one-year grant of up to \$50,000. Funding in one year is not a guarantee of funding in subsequent years.

DEADLINE FOR LETTERS OF INTENT: February 15, 2019 - 4:30 pm

- **Must complete Letters of Intent online on or before the proposal deadline.**
- Login Address: <https://www.grantinterface.com/princetongrants/common/logon.aspx>
- **Note:** you will need to create a login before accessing the application. The online portal is PC and Mac friendly.
- **Only online Letters of Intent will be accepted, beginning on JANUARY 4, 2019**
- Applicants will be notified of invitation to submit a full proposal: APRIL 15, 2019

DEADLINE FOR FULL PROPOSALS (by invitation only): MAY 17, 2019 - 4:30pm

- Only those organizations invited to submit full proposals after the review of the Letter of Intent will be considered.
- **Proposals must be completed online on or before the proposal deadline.**
- Login Address: <https://www.grantinterface.com/princetongrants/common/logon.aspx>
- **Note:** you will need to create a login before accessing the application. The online portal is PC and Mac friendly.
- **Full proposals accepted (online and by invitation only) beginning on: APRIL 15, 2019.**

Additional Requirements:

- **The Grant Information Sessions are mandatory** due to changes in this grant process and the addition of The Burke Foundation Legacy Grants.
- Dates for the **Mandatory Grant Information Sessions** are as follows:
 - **Session 1: January 24th – 10:00 am**
 - **Session 2: January 25th – 2:00 pm**
 - **Session 3: January 31st – 9:00 am**
- **Location for Grant Information Sessions:** Princeton Area Community Foundation, located at 15 Princess Road, Lawrenceville, NJ 08648.
- **Registration will be required in advance of the Mandatory Grant Information Sessions.**

Attendees must register via our on-line portal at www.pacf.org/events – space will be available on a first-come, first serve basis. Attendees are encouraged to limit staff attendance from each organization so we might provide an opportunity to all non-profits interested in applying.