

THE INNER-CITY FOUNDATION FOR CHARITY & EDUCATION

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GUIDELINES FOR GRANT AWARDS

The Inner-City Foundation For Charity & Education is a non-sectarian foundation that supports organizations providing assistance, including food, clothing, shelter, counseling and education, to at-risk and needy children and adults of Fairfield County. The Foundation does not provide grants to individuals.

In pursuit of this goal, the Foundation makes grants to non-profit agencies and institutions that are tax-exempt under Section 501 (c)(3) of the IRS code, for example:

- Scholarships for elementary and secondary schools;
- Start-up costs for new initiatives in proven organizations and agencies; and,
- Program support when an infusion of funds will enable an existing program to improve and/or expand.

Grants are awarded on an annual basis. Scholarship aid will be for one year, and the recipient school may reapply for funding. Program support will not ordinarily be renewed in consecutive years.

The following are not within our normal scope of support: capital requests; and, grants to elementary and secondary schools for other than scholarship and tuition assistance programs.

An important factor in every proposal for program support will be to state what provisions the applicant will make to ensure the continuance of the program after Foundation funding has ceased, as it is not the intent of the Foundation to underwrite continuing programs.

Grantees are required to provide a report to the Foundation within three months after the end of the grant period. The Foundation will randomly select a grantee's report for audit purposes.

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INSTRUCTIONS FOR SUBMITTING GRANT APPLICATIONS

Grant applications may be submitted at anytime - there are no deadlines for submission. Applications require approximately six months, on average, for processing. You will receive written confirmation upon our receipt of your application, and written notification following the decision of the Foundation's Board of Directors.

You must complete a Grant Application Summary Form (available on our website) and submit it along with a copy of your written grant proposal and attachments in accord with the Format For Submitting Grant Applications delineated below, to Karen Barry Schwarz, Executive Director, The Inner-City Foundation For Charity & Education, 238 Jewett Avenue, Bridgeport, CT 06606. Your application, including attachments, must not be bound or stapled, and must be on paper no larger than standard letter size (8½ inches by 11 inches). The pages may be printed either single or doubled sided.

If you prefer, you may submit your application electronically in pdf file format. Email your application to kbschwarz@innercityfoundation.org. In the subject field of your email use Grant Application.

FORMAT FOR SUBMITTING GRANT APPLICATIONS

1. Proposal Summary - Please summarize the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made. *Do not use more than one page.*

2. Narrative - *Please do not use more than five pages.*

A. Background - Describe the work of your organization:

- A brief description of its history and mission.
- The general needs or problems that your organization works to address.
- Current programs and accomplishments. Please emphasize achievements of the past year.

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A. Background (continued)

- The population that your organization serves, including geographic location, socio-economic status, age, physical ability and language.
- Number of paid full-time and part-time staff; number of volunteers.
- Your organization's relationships, if any – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other organizations.

B. Funding Request – *Please describe the program for which you seek funding:*

- If applying for *general operating support*, briefly describe how this grant would be used.
- If your request is for a *specific project*, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The names and qualifications of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.
- Please list the foundations, corporations, and other sources that you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.
- Please state what provisions you will make to ensure the continuance of your program after funding from The Inner-City Foundation For Charity & Education has ceased since it is not the Foundation's intent to underwrite continuing programs.

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- C. Evaluation – Please explain how you will measure the effectiveness of your activities. Describe criteria for a successful program and the results you expect to have achieved by the end of the funding period.

3. **Attachments** – *Please label all attachments.*

- A. Financial Information – *Please provide the dates for the period that each document covers.*

- Your most recent audited financial statements. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
- Your operating budgets for the current and most recent fiscal years.
- A list of foundation and corporate supporters and other sources of income, with amounts for your current and most recent fiscal years.
- *If project funding is requested:* A current budget for the project. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.

- B. Other Supporting Materials

- A list of your Board of Directors, with their affiliations.
- A copy of your most recent IRS letter indicating your status as a 501(c)(3) organization, or, if not available, an explanation.
- One paragraph resumes of key staff.
- Your most recent annual report, if available.
- No more than three examples of recent articles about, or evaluations of, your organization, if available.