



IAMTrenton
community foundation

www.IAMTrenton.org

**GUIDELINES & APPLICATION
FOR
GRANT CONSIDERATION**

The following pages provide the necessary instructions and information required for submission of a grant request to *I Am Trenton* Community Foundation. The application form included, or an *exact* facsimile thereof, must be used to ensure consideration.

STATEMENT OF PURPOSE

I Am Trenton Community Foundation awards grants to agencies, organizations or individuals in Trenton that serve Trenton residents. Our overall goal is to support organizations that improve our community and that add to the quality of life for Trenton residents. We utilize a competitive grant making program to promote inclusion, equity and diversity in Trenton.

The *I Am Trenton* Community Foundation mission is to make Trenton even better through community engagement and community-focused giving. The organization is designed to take advantage of opportunities to increase community connections in Trenton, as well as encourage and assist Trenton residents reap the many rewards of community engagement and community-based giving.

FUNDING PRIORITIES

***I Am Trenton* Community Foundation will fund:**

Community/Cultural Connections (Bringing people together across cultural groups):

- Community events and activities that promote community engagement and socializing opportunities within and between neighborhoods
- Projects that increase opportunities for civic engagement by homeowners and renters within neighborhoods
- Projects that promote collaboration across race, ethnicity and class groups
- Projects that address the needs of immigrant communities within the city
- Projects that support Trenton venues with an emphasis on community gatherings

Education and Training (Investing in organizations that are exploring and expanding technology):

- Projects that increase opportunities for access to computer training
- Projects that increase the number of education and training projects in the city
- Projects that increase technology within the city

Youth Development (Preparing young people to meet the challenges of adolescence and adulthood by addressing their social, emotional and cognitive development):

- Projects that increase recreational opportunities
- Projects that increase academic-based opportunities
- Projects that increase employment readiness
- Youth mentoring programs
- “Rites of Passage” and spiritual building opportunities
- Projects that increase exposure to the arts
- Projects that promote youth community service activities

Community Development (Empowering the citizenry and improving the city):

- Grants and support for small businesses

- Programming that supports and promotes wealth creation of citizens
- Projects that create opportunities to empower the citizenry
- Projects that strengthen neighborhoods through support of civic associations
- Beautification projects on which residents work together

RESTRICTIONS

I Am Trenton Community Foundation will not fund:

- Scholarships
- Capital Campaigns and fundraising events
- On-going organizational operations and debt reduction
- Other Foundations
- Direct assistance to individuals
- Partisan political activities or religious activities (such as worship, religious instruction, or proselytizing)
- Organizations that discriminate on the basis of age, race, gender, national origin, ethnicity, veteran status, sexual orientation or disability

GENERAL INFORMATION

- It is not necessary to have tax-exempt status to apply for an *I Am Trenton* grant. However, all funds provided by *I Am Trenton Community Foundation* must be used only to support activities that further the mission and the funding priorities of the foundation. Additionally, recipients do not have to receive funding through a fiscal sponsor. *I Am Trenton Community Foundation* can make checks directly to an applicant organization or group. Having a fiscal sponsor does not preclude an applicant from receiving funding.
- *I Am Trenton Community Foundation* only funds projects that benefit residents of the City of Trenton, New Jersey.
- Priority is given to groups, organizations and individuals that encourage and engage in collaborative efforts.
- Applicants can only receive one grant per 12-month period from *I Am Trenton*.
- If an organization applies for a grant, but the application is declined, they are eligible to reapply during future grant cycles.

Size of Grants

I Am Trenton Community Foundation is not an endowed foundation. Currently the community foundation must raise all grant making and operating funds each year. Thus, the level of grant making is dependent upon the amount of funds received in a given year.

Funding Cycle

I Am Trenton Community Foundation will conduct four grant making cycles per year. Each grant making cycle will focus on one of the four *I Am Trenton* Community Foundation funding areas. The funding cycles and areas are listed as follow:

1st Quarter – Community/Cultural Connections

2/1/2010:	Grant Process Opens
2/11/2010:	Technical Assistance Workshop 7pm at Thomas Edison State College, 101 West State Street, Trenton, NJ
2/26/2010:	Grant Applications Due
2/27 - 3/11/2010:	Grant Application Review
3/11/2010:	Grants Committee Meeting
3/17/2010:	IAT Board of Trustee Meeting
3/31/2010:	Grants Awarded

2nd Quarter – Education and Training

4/1/2010:	Grant Process Opens
4/8/2010:	Technical Assistance Workshop 7pm at Thomas Edison State College, 101 West State Street, Trenton, NJ
5/7/2010:	Grant Applications Due
5/8 - 6/11/2010:	Grant Application Review
6/11/2010:	Grants Committee Meeting
6/16/2010:	IAT Board of Trustee Meeting
6/30/2010:	Grants Awarded

3rd Quarter – Youth Development

7/1/2010:	Grant Process Opens
7/8/2010:	Technical Assistance Workshop 7pm at Thomas Edison State College, 101 West State Street, Trenton, NJ
8/6/2010:	Grant Applications Due
8/7 - 8/26/2010:	Grant Application Review
8/26/2010:	Grants Committee Meeting
9/15/2010:	IAT Board of Trustee Meeting
9/30/2010:	Grants Awarded

4th Quarter – Community Development

10/1/2010:	Grant Process Opens
10/5/2010:	Technical Assistance Workshop 7pm at Thomas Edison State College, 101 West State Street, Trenton, NJ
11/5/2010:	Grant Applications Due
11/6 - 12/2/2010:	Grant Application Review
12/2/2010:	Grants Committee Meeting
12/15/2010:	IAT Board of Trustee Meeting
12/31/2010:	Grants Awarded

APPLICATION PROCESS AND REVIEW

It is *I Am Trenton's* objective to make the application process as simple as possible. To that end, all applicants are asked to complete the required application form which can be obtained on-line at the *I Am Trenton* website, www.iamtrenton.org or by mail upon request.

All proposals submitted in a timely manner during a specific grant making cycle are reviewed by the Grants Committee. The Grants Committee then makes funding recommendations to the *I Am Trenton* Board of Trustees.

The Grants Committee is comprised of two (2) to four (4) IAT Board representatives and four (4) or more community representatives.

During the application review the *I Am Trenton* Grants Committee will consider:

Organizational capacity: How well does the applicant demonstrate the necessary knowledge and experience and commitment to carry out the proposed project?

Organization's mission and funding focus: To what extent does the project relate to the organization's core mission statement and IAT's current funding focus?

Need for the project: Is the project appropriate for the Trenton area and the residents that it intends to serve? Is it unique and something Trenton can use to enhance or bring about a more positive view of Trenton?

Objectives and methods: Does the project have clear, measurable goals that will result in meaningful improvement in the Trenton community?

Impact: Does the applicant demonstrate the greatest impact and most effective use of *I Am Trenton* Community Foundation funds over the long-term? Does it involve collaboration with other organizations? Does it demonstrate and/or have community support?

Budget and project sustainability: Is the budget realistic? Will the project be able to sustain itself after *I Am Trenton's* investment in the venture (if applicable)?

Community Connections: Does the project demonstrate and move forward the concept of bridging neighborhoods and neighborhoods.

Ability to secure funding: Priority is given to groups, organizations and individuals that have difficulty securing funding from other sources and groups that receive little foundation support.

Length of Application Narrative: The proposal **narrative should not be more than three (3) pages in length (including the project budget)**. Proposal narrative should also be 12-point font only and margins should be one (1) inch only. If the length of narrative and formatting guidelines are not followed, the application will be disqualified.

The following documentation must accompany all applications

- An IRS letter indicating the group's tax exempt status or in the case where an applicant has a fiscal sponsor, the sponsor's tax identification and tax exempt status information must be provided. If you are a group or organization that does not have a 501 (c) (3) tax-exempt designation or fiscal sponsor this document is not required.
- Assurance Agreement signed by governing members of the group and/or parties responsible for facilitating the activities of the proposal.

***I Am Trenton* Community Foundation reserves the right to disqualify your application if it does not meet funding priorities.**

APPLICATION AND FUNDING TIMELINE

Applications that are mailed, must be postmarked on or before February 26, 2010 and applications that are emailed must be received no later than 5:00 PM Eastern Standard Time on February 26, 2010.

Notification of awards will occur no later than 60 days after submission deadline. All applicants will be notified of award in writing.

A **technical assistance workshop** will be held for all interested organizations:

When: February 11, 2010

Time: 7:00 pm

Where: Thomas Edison State College
101 West State Street
Trenton, New Jersey

The technical assistance workshop is **MANDATORY**. You cannot submit an application to *I Am Trenton* if a representative from your organization did not attend the technical assistance workshop.

Please direct questions to the *I Am Trenton* Grants Committee via email to grants@iamtrenton.org or via phone to (609) 656-0222.

APPLICATION SUBMISSION

By email:

grants@iamtrenton.org

Or, by post office to:

I Am Trenton Community Foundation (Grants Committee)
PO Box 1743
Trenton, NJ 08607-1743

REPORTING REQUIREMENTS

Please retain for reference. It is suggested that you mark your calendar to ensure timely reporting.

All *I Am Trenton* grant recipients are required to submit a final report within ninety (90) days of the end of the project. No new grant request will be considered until final reports from prior awards are received. The final report must describe the manner in which the funds have been spent and the progress made in accomplishing the goals and objectives of the grant.

The Final Report Package must include:

- Project Name and tracking number
- Report Narrative (Narrative should not be longer than three pages)
 - Restate your original goals and objectives. Did you achieve your stated goals and objectives for the grant? Explain how.
 - What other groups, organizations or individuals did you collaborate with?
 - What challenges (if any) did you confront and how did your organization handle them? Describe your evaluation process and lessons learned from this project?
 - Describe how the grant was spent.
 - How can this process be more helpful?
- A financial summary of the budget and how the grant was used including copies of receipts and invoices
- News clippings or other relevant materials that highlight the project, if available.