2019-2020 GRANT APPLICATION PACKET

Application Guidelines

CCRES provides support for educational projects and related services. CCRES limits funding to programs operating in Chester and surrounding counties.

Funding Priorities for 2019-2020 Awards

The CCRES Board of Directors established the following funding priorities for 2019-2020 grants:

1. Continuing Grants
2. New Grants
   a. Regional Education Services
   b. Community Services for At-Risk Youth
   c. School Projects Focusing on Student Development
   d. School Projects Focusing on Student Achievement

Funding Eligibility

CCRES only accepts grant proposals from organizations defined as:

- Educational (school districts and their schools, intermediate units, area vocational technical schools, charter schools, nonpublic and private schools, higher education institutions, public libraries and others)
- Governmental
- Tax exempt (under Section 501(c)(3) of the Internal Revenue Code)

The following types of grants may be awarded:

- Capital (Funding for construction or equipment)
- Challenge (Funder sets fundraising goal for grant seeker to reach; reward if met)
- General Operating Support (Funding for the general purpose of work of an organization including: personnel, administration, and other expenses for an existing program)
- Project/Program (Funding for specific initiative or new endeavor, not general operating support)
- Seed (Funding designed to help start a new project or charitable activity, or to help a new organization in its start-up phase)

The funding range is $1,000 - $5,000. CCRES will consider larger requests if circumstances warrant.
Matching funds - a specific dollar amount that the grantee or other outside party contributes to the project, is required.

Funding Restrictions

CCRES is not presently considering inquiries from or for:
- For-profit organizations
- Individuals
- Endowments
- Fellowships
- Lobbying
- Political Action
- Scholarships
- Programs outside of CCRES funding priorities

Application Procedure

Applications for 2019-2020 grant awards must be received no later than 4:00 PM on March 31, 2019. A complete application must be type written and include a cover page, proposal narrative, and required attachments.

ONE hard copy of the complete application should be sent after **January 19, 2019 to: CCRES**, 406 Boot Road, Downingtown, PA 19335. Attention: Sharon King. **A complete copy should also be submitted in PDF format (one file) and sent to Sharon King at sharonking@ccres.org**

An application is available at www.ccres.org or by calling (484) 593-5040. For additional information, please call the same phone number and ask for Dr. Michael Kelly, CCRES Executive Director, or his assistant, Sharon King (sharonking@ccres.org).

Proposal Review

This is a competitive grant process, and all applications will be reviewed by a committee designated by the CCRES Board of Directors. Entries will be judged according to the following criteria:

- Need Statement (Using both qualitative and quantitative data, why should you be funded? Provide an explanation of the situation – opportunity, problem, issue, need, and the community – that your proposal addresses, and how that need was determined.)
- Goals and Activities (What are your goals and objectives? Are there specific, measurable activities to accomplish the objectives?)
- Key Personnel (Are appropriate people or partners available to carry out proposed activities?)
- Impact of Activities (Will your proposed activities impact the designated community or population?)
- Evaluation (Are your results measurable? How will the results be used, disseminated or publicized? How do you plan to sustain the project after the funding period has expired?)
- Proposal Quality (Is your proposal legible, organized, and complete?)
- **Compliance with current PA child abuse law (Act 151).**

    Applicants will be notified of CCRES Board action on or around July 7, 2019.

Conditions of Award

The 2019-20 funding cycle is for a period of performance from July 1, 2019 to June 30, 2020.

Ten percent of the total award is withheld until CCRES receives a completed Grant Report form. Grantees must complete the terms of the grant and submit the completed Grant Report no later than January 1, 2021 to be eligible to receive the final ten percent of the award. Failure to submit a completed grant report may result in having to refund the grant award to CCRES. Grantee shall return to CCRES any unexpended funds. Grant recipients who fail to complete the terms of the grant may also be ineligible for future grants.

A grant is to be used only for the purpose(s) outlined in the proposal. Grants are subject to modification only with CCRES' prior approval.

PROPOSAL NARRATIVE – INSTRUCTIONS

Please provide the following information in this order. Do not use more than five pages, exclusive of attachments.

1. **Organizational Information**

   a. **Legal Name of Organization**
   b. **Grant Name/Program Name** (should be different from name of organization)
   c. **History and Mission** (Provide brief summary.)
   d. **Current Programs, Activities and Services Provided** (Provide description.)
   e. **Grant Payment Information:** (If granted, formal name the <u>check</u> should be made payable.)
   f. **Grant Contact:** (Person responsible for grant.)
   g. **Grant Mailed to:** (address where correspondence/checks should be sent.)

2. **Purpose of Grant**

   a. **Need Statement** (Using both qualitative and quantitative data, state why you should be funded. Provide an explanation of the situation – opportunity, problem, issue, need, and the community – that your proposal addresses, and how that need was determined.)
   b. **Goals and Activities** (Outline your goals and objectives. Are there specific, measurable activities to accomplish the objectives? What are your timelines?)
   c. **Key Personnel** (List appropriate people or partners available to carry out proposed activities.)
   d. **Impact of Activities** (Describe how will your proposed activities impact the designated community or population.)
   e. **Evaluation** (Explain how will you measure the results. How will the results be used, disseminated or publicized? How do you plan to sustain the project after the funding period has expired?)

REQUIRED ATTACHMENTS – INSTRUCTIONS

1. **Financial Information**

   a. **Proposal Budget** (Provide the financial plan for your grant request, itemized to show breakdown of both income and expenses. Remember that matching funds, a specific dollar amount that the grantee or other outside party contributes to the project, are required.)
   b. **Organizational Budget** (Provide an itemized annual budget for your organization's current fiscal year, with actual figures for the previous fiscal year.)
   c. **Financial Statement or IRS Form 990** (Provide your organization's most recent audited financial statement or most recent IRS Form 990. If neither document is available, include un-audited financial statement.)

2. **Other Supporting Materials**

   a. **Annual Report** (Provide latest annual report or summary of the organization's prior year activities.)
   b. **Board of Directors** (Provide list of current members.)
   c. **Letters of Agreement** (If applicable.)
   d. **Letters of Support** (If available.)
   e. **Publicity** (Provide recent reviews or articles, if available.)

GRANT APPLICATION - CHECKLIST

DID YOU INCLUDE….

☐ **ONE hard copy of the complete application packet mailed to CCRES? 406 Boot Road, Downingtown, PA 19335 (after January 19, 2019)**

☐ **Complete application sent to sharonking@ccres.org in PDF (<u>one</u> file) format?**

Complete application packet should include:

☐ A thoroughly completed Grant Application Cover Page?

☐ A copy of the IRS determination letter confirming your organization's 501(c)(3) status, if applicable?

☐ A completed Proposal Narrative not exceeding five typed pages?

☐ An itemized proposal budget?

☐ An organizational budget for the current fiscal year?

☐ Your organization's most recent audited financial statement or Form 990?

☐ Your organization's latest annual report or summary of prior year activities?

☐ Current list of Board members?

☐ Letters of agreement, if applicable?

☐ Letters of support, if available?

☐ Copies of publicity items, if available?

Questions may be addressed to Michael J. Kelly, J.D., Ed.D., Executive Director or his assistant, Sharon King (sharonking@ccres.org) - (484) 593-5040