



**COMMUNITY
FOUNDATION**
OF HARFORD COUNTY

CFHC 2018 Grant Guidelines and Application

The CFHC Grant program assists a wide range of organizations, whose programs benefit human services, children, education, health and safety, community development, the environment, and arts and culture. **The program provides one-year grants of up to \$1,000 for specific programmatic, operational, or staff projects.** Grants are given to nonprofit organizations providing services in Harford County, Maryland. **In 2017, funds are available for programs that serve children; provide care for animals, Feline care, serve people who are homeless; address hunger; provide respite care, addiction recovery, and serve other general charitable purposes.**

ELIGIBILITY REQUIREMENTS

- Must be a 501(c)(3) organization providing services in Harford County
- Grant funds must be used to provide services in Harford County
- Grant funds may be used for specific programmatic, operational, or staff projects
- Projects requesting funding must begin after May 1, 2017. Retroactive funding will not be given.
- Only complete proposals will be reviewed
- **Previous grant recipients must complete a final grant report to be eligible to apply in 2018**

APPLICATION REQUIREMENTS (one copy of each item)

- Completed Grant application form, **not to exceed 3 pages, including project budget details**
- Cover letter on organizational letterhead, signed by the Executive Director, summarizing the grant request, the organization's mission, and past funding received from CFHC (if any)
- Organization's 501(c)(3) determination letter from the Internal Revenue Service
- List of Board members and Executive staff
- Current year operating budget

DEADLINE: Applications must be RECEIVED by April 27, 2018.

Applications must be submitted via email or postal mail.

Postal Address: Community Foundation of Harford County
PO Box 612
Bel Air, MD 21014

Email: cfharfordcounty@comcast.net
Subject line: 2018 Grants

ADDITIONAL INFORMATION

Eligible applicants receiving a grant award from the Community Foundation of Harford County (CFHC) may only use grant funds for charitable purposes as stated in the proposal. CFHC has the authority to withhold and/or recover grant funds if at any time grant funds are misused. CFHC will investigate allegations of improper use of grant funds for the private benefit of donor-advisors.

Each grantee must enter into an agreement with CFHC and must provide a financial and narrative report at the project's end. Organizations may contact the Community Foundation with questions, 443-371-6062 or cfharfordcounty@comcast.net. Grants are anticipated to be awarded in June 2018.



**COMMUNITY
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CFHC Grant Application
Deadline: received by April 27, 2018
Grant request up to \$1,000

Applicants must complete this form. The form may be reproduced electronically following a similar format. Please type, using 12-point font. Do not exceed 3 pages. Place organization name at the top of each page. Do not staple or bind.

Organization's Legal Name:

Address:

Phone Number:

Website:

Contact Person and title:

Contact Phone and Email:

Project/Program Title:

Amount requested:

Total project/program budget:

Total organization operating budget:

- 1) Describe the reason for this request and specify how the money will be used. Include a description of the project/program, how the project/program will be implemented and evaluated, and a timetable for implementation. (1-3 paragraphs)
- 2) Describe the constituency or population to be served by this grant, including ages, projected numbers, location, etc. (3-4 sentences)
- 3) Provide a project/program budget, detailing revenue and expenses. List all funding sources (received, pending, or planned) for this project/program. List all project/program expenses. Clearly itemize the expenses the mini-grant will cover. A suggested format is shown below:

Revenue Item	Amount	Description
1 <i>[add lines as needed]</i>	\$	
2	\$	
Expense Item	Amount	Description
1 <i>[add lines as needed]</i>	\$	
2	\$	

- 4) Describe how this project/program supports your organization's mission. (3-4 sentences)

Name and title of individual authorized to sign:

Signature of individual authorized to sign:

Date: