The Community Foundation of Harford County

Harford County Cares–*emergency assistance related to COVID-19*
Grant Guidelines and Instructions

Application Deadline: **<u>Until available funds are exhausted</u>**

The **Community Foundation of Harford County** is now accepting grant applications from community based, local nonprofits for programs and projects aimed at addressing the critical needs of our most vulnerable individuals and families most impacted by the COVID-19 crisis.

<u>GRANT GUIDELINES</u>
- Awards will range from $1,000 to $5,000.
- Awarded to Community Based organizations with a history of serving our most vulnerable populations and communities already facing racial and economic disparities.
- During this unprecedented time these requests will be accepted on a rolling basis and reviewed on a weekly basis.
- Must be compliant with state and local regulations regarding COVID-19 safety measures.
- If your request is below $1,000 or more than $5,000 – please contact the Executive Director for alternative opportunities at jfarrell@cfharfordcounty.org
- Application process ends when funds are exhausted.

<u>WHAT DO WE FUND</u>
- Organizations serving Harford County may request funding for projects and programs directly impacted by COVID-19 to provide essential services to those in need, especially children, the elderly, homeless or those at risk for homelessness:
    - To cover expenses for new or special projects created specifically in response to COVID-19.
    - To help cover increased costs for essential services.
    - To cover increased costs or projects for organizations on the frontline providing food, housing, and other essential services.
    - Help stabilize and sustain the nonprofit by addressing revenue reductions and increased expenses.
- The Community Foundation does not discriminate on the basis of race, color, religion, age, gender, national origin, or disability, nor does it fund projects that are discriminatory in nature.

<u>WHO CAN APPLY</u>
- Any 501(c)3 organization is eligible to apply, as are other tax-exempt organizations for charitable projects that meet a public need, in accordance with IRS guidelines.
- **Individuals:** Grants are never awarded to individuals.
- **Faith-Based and Religious Entities:** For projects that address the needs of the wider community and do not primarily benefit the members of a single congregation or religion.

HOW TO APPLY

Before starting your application, please review these Guidelines and Instructions completely.
We recommend you have a reliable internet connection and that you do not use a mobile device to apply. Because it is an online form, you will need to SAVE your work frequently! We also recommend that you type your answers into a word processing system first, and copy and paste your final text into the online form, rather than composing your narrative in the online form. That way you can utilize spell check, and you won't lose your work if your internet connection is lost.

APPLICATION DOCUMENTS

You will need to upload the following documents, if applicable:

- 501(c)(3) IRS Determination Letter or confirmation of tax exempt status
- List of Board Members and Executive staff (*Waived for schools and religious organizations*)
- A project budget or a summary of expected costs if available
- Most recent 990 or financial statement
- You will also be asked to respond to the following questions:
    - INTRODUCTION: Briefly describe your organization. You may want to include your mission statement, a short summary of your organizations main focus or a concise history of your organizations past accomplishments.
    - PROJECT / PROGRAM: Please describe your project / program including any goal(s), outcome(s) and objective(s) this grant would be used to fund, when the project would start and end, and how you will measure success.
    - FUNDING: How specifically will the grant money be spent? Please include any details such as total costs, what portion would be covered by the grant, and if you expect to receive funding from other sources.
    - IMPACT: Please be as specific as possible in terms of your targeted constituents, demographics (age, race, etc.) and what geographical areas this project will serve. Briefly describe how your project/program will benefit that specific community.

IF YOU RECEIVE A GRANT

All applicants will receive a grant notification letter as soon as administratively feasible. While we anticipate applications under this program will be reviewed quickly, some may require additional review by the Community Foundation of Harford County to ensure that funding reaches those most impacted by COVID-19, in communities across Harford County.

FOR MORE INFORMATION

Contact CFHC with questions at 443-371-6062 or info@cfharfordcounty.org.

Please apply here: https://cfharfordcounty.egrant.net/