



STRASBURG COMMUNITY FOUNDATION

The Strasburg community Improvement and Endowment Fund Board endeavors to use its funds to enhance the quality of life for citizens of the community. The Board will make annual grants to groups or individuals who use their projects to achieve that mission. The following criteria will be used to determine the merit of financial assistance to help those groups accomplish their goals.

Grant Process

Grant applications will be accepted by the Strasburg Community Foundation Board of Directors from January 1 – March 31st of each year with funding provided on May 1st. Projects will be funded for one year and prior grant recipients may reapply. The Foundation generally will not fund a request at 100 percent. Amounts and projects chosen will depend upon funds available for the year. Only 62465 zip code applicants will be considered.

Only grant applications that are submitted containing the following information will be considered for funding.

1. Completed Cover Sheet
2. Grant Application/ Project Description Form (A brief narrative describing each bullet point.)

Please submit six copies of the full application with all items and any supporting documents attached.

Proposal Review Process

The Strasburg Community Foundation Board of Directors will review submitted applications and make decisions regarding funding. Applications will be reviewed by April 30th of each year. If approved, funds will be awarded on May 1st.

Revised 2/26/2020

Members of the Strasburg Community Foundation Board of Directors will evaluate each grant application independently based upon established acceptance criteria and assign points as outlined below.

Project Impact	30 points
Plan for Implementation	30 points
Assessment of Needs	20 points
Project Support	20 points
Primary Beneficiaries	20 points
Evidence of Partnering	10 points
Merit of Project	10 points
Budget	10 points

Project Review/Reporting/Accountability

If the project has not been completed by November 1, grant recipients must submit a progress report. One month following project completion, a final written report, including expenditures report must be submitted to the Strasburg Community Foundation Board of Directors. The Strasburg Community Foundation Board of Directors may conduct a final field evaluation of project outcomes.

Disbursement of Funds

Fifty percent (50%) of the funds will be disbursed when the grant is awarded and fifty (50%) when the final report is received by the Strasburg Community Foundation Board of Directors. Funds are to be spent as approved. Any deviation from the budget must be submitted in writing to the Strasburg Community Foundation Board of Directors and approved by the Board. The Strasburg Community Foundation Board of Directors, at its discretion, may withdraw funding for breach of agreement by the grant recipient. Funds not expended must be returned to the Strasburg Community Foundation at the time of the final report.

STRASBURG COMMUNITY FOUNDATION COVER SHEET

Date: _____

Organization Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

Amount Requested: _____

Anticipated Project Start Date: _____

**DO NOT COMPLETE BELOW THIS LINE
FOR BOARD USE ONLY**

Proposal Points: _____

Approved: _____

Rejected: _____

Amount Funded: _____

Date Project Started: _____

Date Completed: _____

Paid Date: _____

GRANT APPLICATION/PROJECT DESCRIPTION

1. **ORGANIZATION:** What is the purpose of your organization and who does it serve? What evidence can you give of the ability of your organization to implement this project?

2. **NEED:** What is the need for the project in the community? How is the project justified?

3. **PURPOSE:** What will this project specifically accomplish?

4. **WHO:** Who will benefit from this project. How many will be served? How will others participate?

5. **IMPACT:** How will the project improve quality of life? Describe the effect of this project on the organization and community. How visible will the project be?

6. **BUDGET:** Describe, in as much detail as possible, the budget for your project. Include matching funds your organization will contribute to the project.