



# COLLEGE PARK COMMUNITY FOUNDATION

## Grant Application – Eligibility and Applicant/Grantee Requirements

### I. Introduction

The College Park Community Foundation (CPCF) is a nonprofit organization dedicated to supporting local charitable efforts in College Park, Maryland and is a component fund of the Community Foundation of the National Capital Region. CPCF's programs are divided into three parts: raising funds from individuals, businesses, and grantmakers who want to make College Park a better place; awarding grants on a competitive basis to charitable projects, and serving as a networking resource for other worthwhile community projects not being funded directly. Our grantmaking philosophy rests on two principles: sustainability and accountability.

**Sustainability.** CPCF grants are intended to build the capacity of nonprofit organizations to provide services in College Park. Criteria for projects includes how the proposed use of funds will improve the organization's long-term viability. CPCF expects that grant funds will not be used to supplant ordinary operating expenses.

**Accountability.** CPCF is trusted by its donors to ensure responsible, effective use of grant funds. As such, CPCF expects transparency and accountability from grantees and intends to provide it in return. This includes regular reporting and documentation of the use of funds, as well as identifying challenges early so they can be addressed in partnership.

### II. Eligibility

In order to further the mission of CPCF, the following eligibility criteria apply to all applicants:

- Funds are available to nonprofit organizations. Tax-exempt 501(c)(3) or 509(a)(1) status is required through your organization or a fiscal sponsor.
- Funded projects must primarily benefit the College Park, Maryland area. Projects may include additional service areas, so long as College Park is the primary geographic service area.
- Organizations that have previously received grants are eligible to apply again, however, the application must be for a new or different project than was previously funded by CPCF.
- Partnerships are encouraged where appropriate for the project. However, a single organization must be identified as the lead grantee and act as the fiscal agent for the partnership.

- All projects must serve a charitable purpose. Those that align with CPCF's priority service areas will be granted additional points in the scoring of applications. The three priority services areas are:
  - Education. This priority area includes projects that help improve the quality of schools, after school activities, and educational opportunities for College Park youth.
  - Quality of Life. This priority area includes programs that improve quality of life for College Park residents, and might include programs for seniors, low-income residents, among others.
  - Community Building. This priority area includes programs that bring together the diverse groups in College Park, and provide opportunities for the community to come together.

### III. Application Submission

Applications are due by 11:59 p.m., September 16, 2015. The application form completed online or in Microsoft Word. Please see this page for more details: <http://collegeparkfoundation.org/grants/>

**Pre-Application Workshop.** Attendance at the CPCF grant workshop is strongly encouraged, alternatively a one-on-one meeting with a board member may be scheduled. The application workshop will take place Wednesday, August 5, 2015 at 7:00 p.m. at the Old Parish House (4711 Knox Rd). At the workshop, a CPCF board member will review the application process, discuss tips for effective grant writing, and answer questions from potential applicants. Please RSVP via the online form at [https://docs.google.com/forms/d/1KLJkZ6GYXBD6alen-p9YGVPxHxOl\\_jG9mpUtduiMB5o/viewform?usp=send\\_form](https://docs.google.com/forms/d/1KLJkZ6GYXBD6alen-p9YGVPxHxOl_jG9mpUtduiMB5o/viewform?usp=send_form).

### IV. Application Review and Awards

Applications will be reviewed by board members and volunteer grant reviewers. The CPCF board must approve all applicants before funding.

**Conflict of Interest.** Reviewers may not score applications for organizations in which they have substantial involvement including as a volunteer, or employee. Board members must recuse themselves from voting on the funding for these applications.

Awards will be announced in October 2015. Award is contingent upon the following requirements:

1. A face-to-face meeting with the CPCF board. This may be accomplished by attending the grant application workshop.
2. Having a grant agreement signed by both CPCF and the grantee.
3. Regular reporting of activities and expenditures. For projects under 6 months, a final report on the expenditure of funds will be required. For projects lasting 6 months to 1 year, a midpoint report and a final report.

Failure to meet the obligations outlined in the MOU can result in ineligibility for future grants.