

# Universal Comprehensive Grant Application

For FY 2009

Return application by  
October 1, 2008 at 5:00 p.m. to:  
The Community Foundation of  
Frederick County  
312 East Church Street  
Frederick, MD 21701

## Grant Application Guidelines

### General Information

The Community Foundation of Frederick County administers grants to organizations providing **direct benefits** to the people of Frederick County, Maryland. Grants may support capital expenditures, seed money for new programs, one-time purchases, fulfillment of wishes for children with catastrophic circumstances, camperships, animal programs, purchases related to healthcare, and activity subsidies for youth programs. All Frederick County organizations meeting the eligibility requirements in this application are encouraged to apply.

The Community Foundation uses this universal, comprehensive application form for all of its discretionary grant assistance. **An eligible organization must complete one application to be considered for the funds offered.**

### Eligibility Criteria

To be eligible for consideration for a grant from one of the available funds administered by the Community Foundation, the applicants must certify that they are one of the following:

1. An already existing nonprofit, 501(c)(3) organization.
2. An existing government agency applying for an extraordinary project that is not funded by tax revenue.
3. A newly formed group temporarily addressing a need or creating an organization to answer an emerging community need.
4. A religious organization requesting funding for non-sectarian activities.
5. A long standing civic group that is not a 501(c)(3) organization requesting funding for a community cause.

### Timeline

1. The Community Foundation must receive one (1) originally-signed hard-copy (not e-mailed or on disc) of the completed grant application package with all required attachments by **Wednesday, October 1, 2008, 5:00 p.m.** to be considered (**not post-marked**). **Absolutely no exceptions!**
2. Each applicant will be notified of the Community Foundation's decision regarding its grant application by **December 19, 2008.**

### How to Apply

Each applicant must submit **all** of the following as part of its application to be considered for any grant assistance: **(no staples, please)**

- A. **Completed Community Foundation *Universal Comprehensive Grant Application* form.**
- B. **Current roster of the applicant's governing board member names and addresses, and executive staff names and work addresses.**
- C. **Letter signed by an officer of the applicant organization certifying that the applicant's 501(c)(3) status is not anticipated to change during the grant period.**
- D. **Copy of the applicant's 501(c)(3) designation letter from the Internal Revenue Service.**
- E. **Copies of invoices from vendors for capital expenditure and one-time purchases.**
- F. **All other attachments required elsewhere by this application.**

### Additional Information

1. The Community Foundation makes its grant decisions based upon its funds' charitable purposes and criteria for funding.
2. Requests for multi-year funding, general operating support, salaries, rent, debt reduction, and endowment funds will not be considered.
3. The applicant may or may not be invited to meet with the Community Foundation's Grants Committee to discuss the grant application.
4. FY 2009 grant monies must be expended by October 1, 2009. Monies not expended by this date will be forfeited.

### Disbursement of Grant Funds

The Community Foundation will reimburse the grant recipients for funds expended or will pay vendors directly for items purchased.

Grant monies are to be used for the purposes stated in the grant application only. Other expenditures not included in the grant application will not be reimbursed.

<b>Section 1: Applicant Information</b>	
Name of organization:	
Address:	
Phone number:	
Website:	
Employer Identification Number (EIN):	
Name of principal contact for this application:	
Title:	
Address:	
Daytime phone number:	
E-mail:	
Type of organization ( <i>check one of the following</i> ):	<p>A 501(c)(3) nonprofit organization</p> <p>An existing government agency applying for an extraordinary project or need that is not funded by tax revenue</p> <p>A newly formed group temporarily addressing a need or creating an organization to answer an emerging community need</p> <p>A religious organization requesting funding for non-sectarian activities</p> <p>A long standing civic group that is not a 501(c)(3) organization requesting funding for a community cause</p>
<b>Section 2: Applicant's Overall Mission</b>	
[Describe below, in 50 words or less, the organization's overall mission and purpose.]	
<p><b>Total number of FY 2009 Grant Requests</b>  <b>(Please list number of total pages submitted under Section 3: (example: "3", "1")):</b> _____</p>	

**Section 3: Description of Proposed Activity for each Grant Fund Requested**

*You are required to submit one completed sheet for each fund that you are requesting FY 2009 grant money. This page may be reproduced.*

**Community Foundation Fund Name:** \_\_\_\_\_

*(Type exactly as printed in Addendum Pages 1-6)*

**Grant Amount Requested from this Fund:** \_\_\_\_\_

*(Please state specific dollar amount)*

**Meets Criteria:** \_\_\_\_\_

*(List which criteria from Addendum Pages 1-6 that this request satisfies)*

**Description:**

*(Describe below in 150 words or less the project or item for which funding is being requested, including its purpose, number of beneficiaries, statistics substantiating the need, quantifiable expected outcomes. If your request for funding is approved, would any other nonprofit organizations benefit from your proposed use of the funds?)*

## Certifications for the FY 2009 Universal Comprehensive Grant Application

### Section 4: Terrorist-Related Screening Certification

Please check the boxes to certify the following, if appropriate:

I certify that the applicant does not knowingly employ or do business with groups or individuals whose names appear on any list of the U.S. government, the United Nations, or the European Union of known or suspected terrorists.

I also certify that the applicant currently complies and will comply with all current U.S. laws and regulations governing charitable activities overseas.

### Section 5: Publicizing the Community Foundation's Grant to the Applicant's Constituents

The applicant will publicize the Community Foundation's grant to the applicant's constituents in the following manner: e.g., article in a newsletter, announcement at an annual meeting, a mention at an annual event, a picture in an annual report, signage, etc.

Please list the vehicles that you will use to publicize the grant award.

### Section 6: Authorized Official for the Applicant

I, the undersigned individual, hereby certify that I am authorized to submit this grant application on behalf of the named applicant and that the information provided in this application is accurate and complete to the best of my knowledge.

**Signature of authorized official:** \_\_\_\_\_

Name of Organization:

Date of signature:

Typed (or printed) name of authorized official:

Title of individual in the organization:

Phone number:

E-mail:

## **Section 7: FY 2009 Universal Grant Application Checklist**

When submitting your Universal Comprehensive Grant Application, please note that incomplete applications or applications improperly prepared will be disqualified. Additionally, you will not be notified if your application is incomplete or improperly prepared.

**Please review this list carefully and CHECK EACH ITEM to indicate you have submitted the following:**

Sections 1-7 of the application by the deadline of 5:00 pm., Wednesday, October 1, 2008. Applications with postmark of October 1, 2008 will not be considered.

A separate sheet (Section 3) for each fund from which you are requesting funding.

A copy of the applicant's 501(c)(3) nonprofit designation letter. Required for applicants claiming to be a public charity as defined in section 501(c)(3) of the Internal Revenue Code.

A separate letter signed and dated by an official with authority to represent the applicant certifying that the applicant's 501(c)(3) designation is currently valid and that the designation is not anticipated to change before October 1, 2009. Required for applicants claiming to be public charities as defined in section 501(c)(3) of the Internal Revenue Code.

A current roster, including names and addresses, of the applicant's governing board and executive staff. Required for each applicant.

Copies of estimates from two vendors on vendor letterhead or printed from vendor website. Required for requests for capital purchases or other expenditures.

**Additionally, please note the following:**

- Addendum pages 1 through 6 do not have to be submitted, as they are for reference purposes only.
- Do not use binders or folders for the original application.
- Do not staple application.
- Do not send a cover letter with the original application.
- No other attachments or materials (e.g., DVDs, folders, food items, three-ring binders, annual reports, pamphlets, brochures, give-away items such as key chains, coffee mugs, etc.) should be included with the grant application.

**The Community Foundation reserves the right to request any additional information from the organization during the evaluation process.**

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**Addendum Page 1 of 6**

**List of Community Foundation Funds available for FY 2009**

**Unrestricted Funds**

FY 2009 Grant money Available: \$60,797.22

**Purpose of the Fund:** To have a meaningful, direct impact on the residents of Frederick County, Maryland.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

**The Frederick Medical Foundation Fund**

FY 2009 Grant Money Available: \$3,264.54

**Purpose of the Fund:** To fund purchases related to the health and provision of medical care to the general Frederick County area or to a special population within Frederick County, Maryland.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

**The Brunswick Area Fund**

FY 2009 Grant Money Available: \$947.75

**Purpose of the Fund:** To enhance the quality of life for the residents of Brunswick, Maryland.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

**The Margaret S. Stauffer Fund**

FY 2009 Grant Money Available: \$12,869.84

**Purpose of the Fund:** To support youth programs in Frederick County, Maryland.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

**The U. Mehrl, Margaret T., and Sharon Hooper Fund**

FY 2009 Grant Money Available: \$2,016.48

**Purpose of the Fund:** To support programs serving Frederick County youth, with preference given to assisting children who are at-risk of abuse and neglect, having stress in their families that inhibit them from attending school or having a normal childhood, from families where lack of financial resources is impeding their participation in artistic, recreational, musical, and character-building activities, or in need of mentoring relationships with positive role models.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, one-time purchase, camperships, or activity subsidies for youth programs only.

## Addendum Page 2 of 6

### **The Sharon I. Hooper Fund for Children**

FY 2009 Grant Money Available: \$6,067.74

**Purpose of Fund:** To support programs serving Frederick County youth, with preference given to services for families with children experiencing catastrophic illnesses, which may include: paying for medical treatment, providing respite care for caregivers, offering babysitters for siblings while parents are involved with the ill child's treatment, providing mental health services, and giving recreational opportunities to families to relieve stress and to divert constant attention from the child's illness.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, one-time purchase, camperships, or activity subsidies for youth programs only.

### **The Dan Crozier Music Trust Fund**

FY 2009 Grant Money Available: \$7,124.90

**Purpose of Fund:** To foster a general appreciation of all types of music by funding the purchase of sheet music and instruments, providing transportation, and obtaining other necessary supplies and materials to promote music among various groups within Frederick County and to help underwrite the cost of providing band and musical concerts, especially where such financial contribution will serve to expand the scope of such musical presentations and/or expand the audience that may be served by such presentations. Preference shall be given but not limited to Frederick Community College.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, one-time purchase, camperships, or activity subsidies for youth programs only.

### **The Youth Field of Interest Fund**

FY 2009 Grant Money Available: \$1,176.19

**Purpose of Fund:** To support a wide variety of programming that meets the changing needs of children and youth, from prenatal care through traditional college age.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

### **The Educational Enrichment Field of Interest Fund**

FY 2009 Grant Money Available: \$523.00

**Purpose of Fund:** To support programs for students in kindergarten through 12<sup>th</sup> grade for afterschool or special programs, lessons, camps, field trips, and study-abroad programs.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

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### **The C&O Canal Endowment Fund for Frederick County**

FY 2009 Grant Money Available: \$682.36

**Purpose of Fund:** To support projects and activities relating to the preservation and heritage of The C&O Canal National Historical Park, with preference given to those portions of the Canal located in Frederick County, Maryland or benefiting the residents of Frederick County, Maryland.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

### **The Joseph D. Byrd Fund**

FY 2009 Grant Money Available: \$119,570.21

**Purpose of Fund:** To provide primary, secondary, and tertiary health care, promote preventative health measures and healthy life styles, treat specific diseases and conditions, offer mental health care, develop strategies to handle the anticipated volume of people needing health care, provide long-term care, and provide prescription drug assistance.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, one-time purchase or service and or purchases related to the provision of healthcare, including physical health and mental health service.

### **The Joel A. Stephens Memorial Fund aka "Joel's Kids"**

FY 2009 Grant Money Available: \$4,969.37

**Purpose of Fund:** To provide direct services to Frederick County, Maryland, youth or young adults ages 22 years and younger.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, one-time purchase or service, purchases related to the provision of healthcare, including physical health and mental health services, and/or fulfillment of wishes for children facing catastrophic circumstances.

### **The Norman W., Edna V. and Dorothy L. Etzler Family Fund**

FY 2009 Grant Money Available: \$750.00

**Purpose of Fund:** To support feline rescue, care, medical and/or sterilization programs in Frederick County, Maryland and to enrich the quality of life for the feline population of feral cats in Frederick County.

**Award Criteria** (see addendum page 5 for definition): Seed money, one-time purchase or service, purchases related to the provision of care.

## Addendum Page 4 of 6

### **The Charles V. and Louise Main Endowment Fund**

FY 2009 Grant Money Available: \$8,931.17

**Purpose of Fund:** To support community charitable activities and nonprofit organizations, with special consideration given but not limited to awarding grants for special projects at Calvary United Methodist Church, located in Frederick, Maryland.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

### **The Children's Health Fund**

FY 2009 Grant Money Available: \$4,500.00

**Purpose of Fund:** To support organizations providing services to Frederick County youth under the age of 18 years who have extraordinary and/or life-threatening medical needs. Such needs may include purchasing equipment, providing plastic and orthopedic surgery related to birth defects, and paying for other medical expenses.

**\*\*A letter from the attending physician must be submitted as a part of the application packet.**

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase, or other extraordinary health care expenses related to life threatening medical needs.

### **The William O. Lee, Jr. and Family Endowment Fund**

FY 2009 Grant Money Available: \$365.68

**Purpose of Fund:** To support nonprofit organizations that are researching, restoring, archiving, cataloging, and educating the community in areas pertaining to African American history in Frederick County.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

### **The Enhancing Agriculture Field of Interest Fund**

FY 2009 Grant Money Available: \$540.83

**Purpose of Fund:** To support youth involved in agriculture and agriculture education.

**Award Criteria** (see addendum page 5 for definition): Capital expenditure, seed money, or one-time purchase.

## Addendum Page 5 of 6

**The Historic Preservation Field of Interest Fund**

FY 2009 Grant Money Available: \$400.00

**Purpose of Fund:** To support the preservation of Frederick County’s history, including the maintenance of historic landmarks, educating the community on historical events, and obtaining artifacts with significance in Frederick County.

**Award Criteria (see addendum page 5 for definition):** Capital expenditure, seed money, or one-time purchase.

**The Health Care Field of Interest Fund**

FY 2009 Grant Money Available: \$524.89

**Purpose of Fund:** To support health care and the provision of health-related initiatives.

**Award Criteria (see addendum page 5 for definition):** Capital expenditure, seed money, or one-time purchase.

## Definitions of Fund Criteria

**Capital Expenditure:** Item over \$500.00 with a life of at least 5 years; copies of two vendor estimates on vendor letterhead must be attached to the organization’s application

**Seed Money:** Funding for the start-up costs of a new program or service that is less than three months in existence at the time of application

**One-Time Purchase:** Item that may or may not be an operating expense but only needs to be purchased one-time to implement a program or provide a service

**Activity Subsidies: Sponsorship that fully or partially underwrites** an activity for a specified group

**Camperships: Subsidy or sponsorship** for youth to attend camps and enrichment programs

**Purchases:** Item that is for a specific medical expenditure, as outlined by fund

**Fulfillment of wishes:** Item that enables children to have experiences that they would not normally have, as outlined by specific fund

**Other:** Other specific expenditures as defined within the individual fund description

## Addendum Page 6 of 6

### Computer Equipment Procurement Guidelines

#### Instructions for Requesting the Purchase of Computers

Applications that include requests to purchase computers should sufficiently justify the need for the equipment that **exceeds** the following configurations as part of the applicant's response in Section 3.

#### **Requests to purchase laptop computers:**

##### Dell Latitude D630 (or equal)

- Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core
- Windows Vista Business Service Pack 1
- Microsoft® Office 2007 Basic and Adobe Acrobat 8.1 STD
- Intel Integrated Graphics Media Accelerator
- 2.0GB DDR2-667 SDRAM
- 8X DVD+/-RW w/Roxio and Cyberlink Power DVD
- Dell Wireless 1395 802.11g Mini Card
- 80GB Hard Drive 9.5MM 7200RPM

#### **Requests to purchase desktop computers:**

##### Dell OptiPlex 755 Small Form Factor (or equal)

- Intel® Core™ 2 Duo Processor E8200 (2.66GHz, 6M, VT, 1333MHz FSB)
- Windows Vista Business Service Pack 1
- Microsoft® Office 2007 Basic and Adobe Acrobat 8.1 STD
- 256MB ATI Radeon 2400 XT, Dual Monitor VGA (TV-out), low profile
- 2GB DDR2 Non-ECC SDRAM, 667MHz, (2 DIMM)
- Dell USB Keyboard, No Hot Keys
- Dell USB 2-Button Optical Mouse with Scroll, Black
- 80GB SATA 3.0Gb/s and 8MB DataBurst Cache
- 1.44MB 3.5 Inch Slimline Floppy Drive
- 8X Slimline DVD-ROM, Cyberlink Power DVD
- Dell 19 inch UltraSharp™ 1908FP Flat Panel, Adjustable Stand, VGA/DVI

#### **Request to purchase Apple laptop computers:**

##### Apple MacBook (or equal)

- 2.1GHz Intel Core 2 Duo
- Mac OS X 10.5 Leopard
- 2GB 667MHz DDR2 SDRAM
- 120GB Serial ATA Drive @ 5400 rpm