

Guidelines for Determining Eligibility for Grants from Unrestricted Funds

Basic Standards: There are certain basic standards which all applicants must meet to qualify for grants. They are as follows:

1. Be legally constituted, tax exempt entity which is appropriately organized, managed and fiscally responsible. The Foundation expects that organizations seeking funding will have a clear sense of purpose and direction will be able to provide factual data and measurable targets, as well as, descriptions of intangible and inspirational dimensions of their work.
2. Operate a project which meets a demonstrated and documented need and which can be carried out principally within the Foundation's service area.
3. At the discretion of the committee, the applicant may be asked to establish evaluation techniques which measure the effectiveness or impact of services rendered by the applicant, and to maintain a record system that reports, by project, the number of persons being served and the type and quality of service being rendered.
4. Develop a budget listing other funders of the project.

Preferences: In its grant making, the Foundation's Board of Directors will give preference to proposals which:

1. Improve and strengthen the capacity of existing organizations to reach a broader segment of our communities.
2. Provide innovative responses to recognized community needs, but do not duplicate other efforts. Proposals to establish new organizations will receive particular scrutiny.
3. Encourage inter-agency cooperation, coordination, and collaboration. Collaborative proposals from multiple organizations/agencies are encouraged.
4. Have multiple funding sources and have leveraged other financial sources. Normally the Foundation will not be the only source of support for a particular project.
5. Have a long term, identifiable and measurable impact upon our community.
6. Have evidence of effective use of resources.
7. Provides direct sustainable services to individuals and families
8. Have local citizen involvement.

Areas Not Usually Funded: In addition, because financial resources are limited, grants generally will not be made to support:

1. Routine operating expenses, unless critical to the viability of a non-profit organization providing essential community programs.
2. Endowments, other than those within the Foundation.
3. Individuals.
4. Political candidates or for use in political campaigns or for lobbying of elected officials.
5. Organizations that discriminate on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, marital status, age or disability.
6. Existing obligations or to replenish resources used to pay for such purposes.
7. Annual appeals, membership drives, land acquisition projects, special fundraising events or celebration functions.
8. Capital campaigns, unless there is compelling evidence that such support of a program is vital to the success of a program meeting priority community needs.
9. Recurring requests for the same program.

The direct solicitation or lobbying of individual Board members could result in the immediate termination of a proposal under consideration. Board members are responsible for informing the other members of the Board of Directors when this occurs.

Public and non-sectarian in its structure and governance, the Foundation may, from time to time, make grants to private or sectarian organizations which serve broad and non-sectarian purposes. Example: church, synagogues, or other religious organizations that have food or clothing pantries for the poor or support work among the poor; hospitals, colleges, or universities serving broad areas such as health care and education.

Although the majority of the Foundation's grants will always be made to organizations within the region served by the Foundation, the Board may approve grants to organizations outside the region whose programs are in keeping with the Foundation's broad areas of interest and support.

Considerations for Organizations: An organization, to be eligible for a grant from the CFTT, must meet the following basic requirements:

1. **Incorporation:** The organization must be incorporated; nonprofit; voluntary; exempt from federal income tax as under the provisions of the Internal Revenue Code; licensed by any appropriate authority; in compliance with regulations and with other legal requirements of legislative bodies. All of the income of the organization must be used for its particular stated objectives and purposes and no part for its members.
2. **Charter-By-Laws:** The organization must have a charter and by-laws which clearly define the organization's purpose, structure, and the duties, authority and responsibilities of the governing body of the organization.
3. **Structure:**
 - a. The organization must have a duly constituted volunteer Board of Directors which meets regularly and has full power to establish operating policy; to employ and dismiss employees; to control and be responsible for other groups operating in or using the name of the organization; to enter into contracts; and to acquire, manage and dispose of real and capital properties obtained in the name of the organization.
 - b. The policies of the organization's Board of Directors must seek to assure accountability, operating efficiency and responsiveness to community needs. The Board of Directors must review and approve any significant changes in operational policies.
 - c. The organization should publish an annual report which provides its goals, objectives, services, and such financial information as required by the PA Charitable Purposes Act for that organization.

Considerations for Individuals and Unincorporated Organizations: Individuals and unincorporated organizations, while not normally funded, may be considered. Such individuals are encouraged to work with and through existing incorporated entities.

Application Procedures: The Foundation first requests a Letter of Intent, detailing in no more than two pages 1.) Who you are – what your mission is, the history of your organization and who you serve; 2.) What is your project idea—why it's important, who would benefit, what results would be achieved, what is the total cost; and 3.) How much money you are requesting from the Foundation. The Foundation will review your letter of intent and inform you if you should submit a full application. Application forms will be mailed to these organizations. A full application will require more details about the program and your organization, measurable objectives for the program and a full budget. Funds permitting, the Foundation will award grants on a semi-annual basis: July and January.