

# Crosby-Gannett Fund

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*Vermont Community Foundation*

## *GUIDELINES*

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The Crosby-Gannett Fund supports endeavors that contribute to the betterment and vitality of the Brattleboro area. The fund's local advisors are interested in supporting projects that rely mainly on local financial support. Projects that focus on innovation, capital improvements, and historical renovation/preservation will be given priority. The fund does not accept requests for unrestricted operating support or repeat support for the same project. Please read the full guidelines online by [clicking here](#).

### **Helpful hints for completing this application:**

- Character limits include spaces and punctuation.
- You can adjust the size of text boxes by clicking and dragging the lower right corner.
- Include relevant data to support your responses to the application questions.
- Save your work frequently by clicking the "Save" button at the bottom of this page. The system will log out after 90 minutes of inactivity.
- Use the "Application Packet" button (top of the page) to create a PDF version of your application that you can save and/or print.

***Please view website for the most current deadline information.***

All applications must be submitted electronically to the Vermont Community Foundation through the Online Grants Manager. If you are viewing a PDF version of the application questions, please note that you must log on to the Online Grants Manager to access the online application form at [www.vermontcf.org/OGM](http://www.vermontcf.org/OGM). Applications will not be accepted by mail or email.

If you have questions about the Online Grants Manager, please contact [grants@vermontcf.org](mailto:grants@vermontcf.org) or 802-388-3355 ext. 222.

## *APPLICATION QUESTIONS*

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**Project Name\***

*Character Limit: 250*

**Amount Requested\***

(Minimum \$250/Maximum \$1,000)

*Character Limit: 20*

**Geographic Area\***

Where in the Brattleboro area will your project be implemented?

*Character Limit: 300*

**Organization Summary\***

Briefly summarize the work of your organization, including mission, history, current services, and recent accomplishments.

*Character Limit: 2000*

**Project Overview\***

Provide a brief overview of your project. Please outline the project timeline and goals, and include what you will do, who you will serve, and what impact you hope to make. Be sure to identify how you would allocate the requested grant funds.

*Character Limit: 2000*

## ***ATTACHMENTS***

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**Please note the following guidelines for budget attachments:**

- We require all budget attachments be saved in PDF file format.
- For budgets created in Excel, be sure to set the spreadsheet format to one page wide (for readability) before saving as PDFs.
- Sample budget documents can be downloaded from our website -- visit the [Online Grants FAQ](#).

*If you have questions about the attachments, please contact 802-388-3355 ext. 222.*

**Project Budget (PDF format)\***

Upload your itemized project budget. Please list expenses and revenue, and identify whether revenue is pending or secured.

*File Size Limit: 2 MB*

**Organizational Budget (PDF format)\***

Upload your organization's Profit-Loss (P/L) statement for the most recently completed fiscal year. If you have a fiscal sponsor, you may upload their document instead.

*File Size Limit: 6 MB*

## List of current Board of Directors (PDF format)\*

*File Size Limit: 2 MB*

## Support Material (OPTIONAL)

You have the option to upload one supporting file in this space, such as a letter of support, photo, or promotional material.

*File Size Limit: 4 MB*

## APPLICANT STATUS

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### What status best describes the applicant?\*

#### Choices

Municipal entity (i.e., town, public school, or other municipal department or agency)

Registered 501(c)(3) nonprofit

Church or religious group

Other - Please provide details in your answer to the next question.

### If you answered "other", please explain the applicant's status: (If applicable)

For example, if the applicant has a fiscal sponsor -- or if it operates under the umbrella of a larger registered nonprofit -- use this space to provide additional details.

*Character Limit: 100*

### FISCAL SPONSORSHIP (If applicable)

Our grants must be paid to a registered 501(c)(3) nonprofit, church/religious group, or town/municipal agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. Download a blank **Fiscal Sponsor Agreement form** and forward it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact 802-388-3355 ext. 222.

**Upload a scanned copy of your signed Fiscal Sponsor Agreement below.**

***You MUST use the official VCF Fiscal Sponsor Agreement form.***

*File Size Limit: 2 MB*

## SAVE AND SUBMIT

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***Please view website for the most current deadline information.***

*Please double check all attachments and text answers before submitting your application.*