

Northeast Kingdom Fund (2021)

Vermont Community Foundation

Guidelines

The Northeast Kingdom Fund is interested in supporting opportunities in which a modest grant can leverage a new idea or other grant dollars, or make possible a project or idea that will benefit the people and communities in the Northeast Kingdom. In general, the fund is not able to support capital campaigns, normal operating expenses, or deficit funding. Applicants must demonstrate that the beneficiaries of a grant from the Northeast Kingdom Fund will be the people and communities of the Northeast Kingdom. The Northeast Kingdom Fund review committee, made up of residents from the Kingdom, will make funding recommendations to the Foundation. The Northeast Kingdom Fund funds grants up to \$5,000.

2021 Guidance for Proposals

2021 grant funding will prioritize applications from projects and/or organizations that are based in the Northeast Kingdom and provide services directly to the community. We are looking to support projects that have emerged from the local community and/or projects that are in direct response to community need.

Although we recognize that many organizations are feeling the strain of lost revenue associated with the pandemic, the Fund will not consider applications for general operating support for the purpose of supplanting lost revenue.

Deadline and Notification

Applications must be submitted using our Online Grants Manager by **5:00 p.m. Monday, August 9th, 2021**. No late applications will be accepted.

Helpful Hints:

- Character limits include spaces and punctuation.
- Be sure to save your work frequently by clicking the "Save" button at the bottom of the page as the system will log out after 90 minutes of inactivity.
- The size of text boxes can be adjusted by dragging on the lower right corner.
- Create a PDF version of your application via the "Application Packet" button at the top of the page. All content and attachments will be included.

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager, which can be accessed at 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 or 802-388-3355 ext. 222.

About Your Organization

What status best describes the applicant?*

Our grants must be paid to a registered 501(c)(3) nonprofit, place of worship/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. If you have questions, please contact 802-388-3355 ext. 222. We are happy to talk through your options.

Choices

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

Registered 501(c)(3) nonprofit

Place of worship or religious group

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

Use this space to provide additional information about the applicant's status. (If Applicable)

If you have a fiscal sponsor—or if you operate under the umbrella of a larger registered nonprofit—provide their name below.

Character Limit: 200

Fiscal Sponsor Agreement Form (If Applicable)

Download a blank Fiscal Sponsor Agreement Form ([click here to download the form](#)) and forward it to your fiscal sponsor to print, fill out, and sign. The form must be filled out completely and you must use the official VCF form. Please call 802-388-3355 ext. 222 if you have questions.

Upload the form here.

File Size Limit: 3 MB

About Your Project

Project Name*

Character Limit: 100

Project Summary*

Provide a one to two sentence description of what the project will accomplish. Be clear and explicit about what you will accomplish and how. Please use complete sentences. Note: Your answer may be used in publications. *For example: "We will beautify a blighted neighborhood by creating a public mural space for residents to share their hopes and dreams."*

Character Limit: 200

Amount Requested*

Minimum \$500 / Maximum \$5,000

Character Limit: 20

Geographic Area - Town/City*

What Vermont town(s) will be directly served by your project?

Please keep your answer concise and refer to the following guidelines:

- For multiple towns, use commas to separate the town names.
- If your project spans state borders, limit your answer only to Vermont.
- If your project has broader implementation (multiple counties or statewide), you do not need to mention each town. Instead, briefly outline the geographic scope.

Character Limit: 200

Geographic Area - County*

Choose all that apply:

Choices

Statewide
Addison County
Bennington County
Caledonia County
Chittenden County
Essex County
Franklin County
Grand Isle County
Lamoille County
Orange County
Orleans County
Rutland County
Washington County
Windham County
Windsor County

Alignment with VCF Strategic Focus Areas*

Which of the Vermont Community Foundation's strategic focus areas does your project serve?

Read about our strategic focus areas by [clicking here](#).

Choices

Early care and learning
College and career training
Support for youth and families
Community and economic vitality
None of the above

Project Goals and Workplan*

Describe the goals, the work you'll do, and the overall timeline for your grant.

Character Limit: 3000

Community Engagement*

Please tell us who your local champions are for this project and how the project was conceived. Describe any partnerships or collaborations with other organizations that will take place as part of this project.

Character Limit: 900

What will success look like?*

Please explain what you expect to learn through this project and how you will know that you've achieved your project's goals.

Character Limit: 800

Tell us a story about your project.

At the VCF, we are often sharing the impact and the activities of our grantees with partners and other funders. Please use this space to tell us why your project is compelling and unique. Example responses to this question can be found on our Online Grants FAQ by [clicking here](#).

Character Limit: 900

Bonus Words (OPTIONAL)

What else should we know about the project that we didn't ask?

Character Limit: 900

Attach a Photograph (REQUIRED ATTACHMENT)

When we share a proposal with other potential funders, it can be very helpful and inspiring to have an image to accompany it. Images of people engaged in activities similar to those in your proposal can help connect the readers to the impact and value of your project in a deeper way. Compelling images can be very influential in motivating funders to support a project. Please attach Your Photograph in a .jpg file that is a minimum of 100KB and a maximum of 2MB.

File Size Limit: 2 MB

Photograph License and Release (if applicable)

If you are attaching a photograph, please indicate your acceptance of the terms below:

You hereby grant to the Vermont Community Foundation (VCF) an unrestricted license to use and publish Your Photograph in VCF communications material in any and all manner and media. You hereby represent that you have permission to grant these rights (please make sure you have a signed photo release on file for any identifiable subjects in the photograph you submit). You hereby release the VCF and its employees from any and all claims and/or liability related to Your Photograph.

Choices

I agree

I do not agree

Project and Organizational Budget and Financials

Organizational Budget

What is your organization's operating budget?

Character Limit: 100

Organizational Budget*

Upload a copy of your organization's Budget to Actual comparison or Profit Loss (P/L) statement for the most recently completed fiscal year. (Sample budget documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center](#) for more details.)

File Size Limit: 4 MB

If you are showing a deficit in your organizational budget, please tell us why.

Character Limit: 300

Project Budget - Narrative*

What will the grant funds be spent on? Note: Administrative costs related to the project (such as staffing, rent, and gas mileage) are acceptable.

Character Limit: 900

Project Budget - Itemized (REQUIRED ATTACHMENT)*

Attach a copy of your itemized project budget. You should include both expenses and revenue, including pending and secured support. (Sample budget documents may be used as a *guide* and downloaded from the Community Foundation's website - visit our [Online Grants Center](#) for more details.)

File Size Limit: 2 MB