

Nonprofit Development & Support (2023)

Vermont Community Foundation

Grant Program

Which grant program are you applying for?*

Choices

Nonprofit Capacity Building

Special and Urgent Needs

Project Name*

Character Limit: 100

Total Amount Requested*

Minimum \$500 / Maximum \$5,000

Character Limit: 20

Special and Urgent Needs Guidelines

The Special and Urgent Needs (SUN) grant program helps Vermont nonprofits with unexpected expenses that impact their ability to meet their mission. A SUN grant can help an organization manage an unbudgeted, unforeseen, and time-sensitive emergency or take advantage of an unanticipated opportunity that will enhance its work. The full guidelines and evaluation criteria for the Special and Urgent Needs grant program are listed on our website. Please [click here](#) to review these details including additional project examples before submitting your application.

We look for proposals that will allow an organization to address these types of short-term needs:

- Emergency repairs of building structure or mechanical systems (heating/cooling, water service, etc.) whose sudden and unexpected failure interferes with the provision of services. An example of a grant of this nature would be costs for a roof repair resulting from an extreme weather event.
- Replacement of essential equipment and technology whose sudden and unexpected failure interferes with the provision of services. An example would be a stove at a homeless shelter that breaks just outside of the warranty period but well before the end of its expected life.
- Provision of services or acquisition of a resource that could not have been anticipated or budgeted, and without which the work of the organization would be severely hampered. An example of this type of grant is training on post-traumatic stress disorder for school guidance counselors supporting children in towns severely impacted by

disaster.

We will also consider an unexpected and timely opportunity that significantly enhances an organization's ability to meet its mission. For example, an unexpected opportunity to acquire a key resource at an excellent price.

We only fund projects that are unbudgeted, unforeseen, and time sensitive. We do not make grants for:

- deferred building maintenance, such as a roof that has been leaking for several months and/or years
- deferred technology upgrades, like a computer or other piece of technology that is no longer working or failing to work but is well beyond its projected life span
- capital campaigns
- religious purposes
- individuals
- debts
- past due tax return and audit preparation

We also cannot consider applications for budget deficits or funding shortfalls; this grant round is designed to help nonprofits with unbudgeted and unexpected expenses, not to fill in for unmet revenue projections. We typically do not fund work that has already been completed.

The Special and Urgent Needs grant program provides funding for organizations serving basic human needs within their communities (social services, food access, housing, and or health-related services). The program will prioritize applicants with operating budgets of \$500,000 or less. Full guidelines are available on our website by [clicking here](#).

Helpful Hints:

- Character limits include spaces.
- 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.

Applications are accepted and reviewed on a rolling basis.

Organizational Questions Part I

Please share the mission of the organization.*

Character Limit: 500

Issues your organization works to address (words not sentences).*

Ex. homelessness, food insecurity, carbon emissions, forest fragmentation, childcare, substance misuse.

Character Limit: 500

Which areas of the state does the organization serve?*

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

What is your organization's annual operating budget?*

Character Limit: 20

Did you receive a grant from the Community Foundation in either 2021 or 2022?*

Choices

Yes
No
Unsure

Financial Statements - Completed Fiscal Year*

Please upload a copy of your organization's profit/loss statement and balance sheet from its

most recently completed fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

File Size Limit: 3 MB

Financial Statements - Current Fiscal Year*

Upload a copy of your organization's budget to actual, including both revenue and expenses, from its current fiscal year. Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.

File Size Limit: 3 MB

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 if you have questions.

Upload the form here.

File Size Limit: 3 MB

Which of the following strategic focus area(s) aligns best with the work of your organization?*

Choose all that apply.

Choices

Economic Equity
 Climate & Environment
 Health & Wellbeing
 Education & Training
 Democracy, Trust, & Community Leadership

Special and Urgent Needs Application Questions

Program Eligibility*

The Special and Urgent Needs grant program provides funding for organizations serving basic human needs within their communities (social services, food access, housing, and/or health related services). Does your organization meet this criterion?

Choices

Yes
 No

If your organization does not meet this criterion, we recommend contacting the Grants & Community Impact team to discuss other potential funding resources.

Describe the current emergency or opportunity.*

What is happening, how it happened, and what needs to be done to address the problem.

Character Limit: 2500

Timeline*

Please indicate when the emergency or opportunity came to your attention, what you've been doing since, and your timeline for completion of the work.

Character Limit: 2500

Why is this emergency need or opportunity unbudgeted, unforeseen, and time-sensitive?*

Please fully address each of these three points. Include the age of any failed equipment.

Character Limit: 2500

Project Budget*

Attach a copy of your itemized project budget showing both expenses and revenue, with a narrative description for each expense line included in the budget document. Sample documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center FAQ](#) for more details.

File Size Limit: 3 MB

Organizational Questions Part II

Which of the following populations does your organization serve? Please check all that apply.*

Choices

- Children and youth
- Families
- Older Vermonters (age 65+)
- Small, rural communities
- Low-income or those living in poverty
- Black, Brown, or other People of Color
- Indigenous People
- LGBTQ+
- People with disabilities or special needs
- No special populations
- Unsure
- Other, describe:

Other:

Character Limit: 500

Approximately how many people do you serve on a regular basis during the course of a year?*

If your service level varies from year to year, you can use an estimate of the number you served in the last year.

Choices

- Fewer than 100
- 100-499
- 500-999
- 1,000-4,999
- 5,000-24,999
- 25,000-50,000
- More than 50,000
- Unsure

How many years has your organization existed?*

Choices

- Less than 5 years
- 5-10 years
- 11-20 years
- 21-50 years
- More than 50 years
- Unsure

How many paid full-time employees or the equivalent does your organization have?*

Choices

- no paid employees
- 1-2 full-time employees (or equivalent)
- 3-10 full-time employees (or equivalent)
- 11-20 full-time employees (or equivalent)
- 21-30 full-time employees (or equivalent)
- 31-50 full-time employees (or equivalent)
- 51-100 full-time employees (or equivalent)
- More than 100 full-time employees (or equivalent)
- Unsure

What are the demographics of your organization's leadership? Please check all that apply.*

Choices

- BIPOC led organization (Executive or Assistant Director, CEO, etc.)
- BIPOC members on the Board of Directors
- LGBTQ+ led organization (Executive or Assistant Director, CEO, etc.)
- LGBTQ+ members on the Board of Directors
- People with disabilities lead the organization (Executive or Assistant Director, CEO, etc.)
- People with disabilities are members of the Board of Directors
- None of the above
- Unknown or prefer not to say
- Other, describe:

Other:

Character Limit: 500

Save and Submit

Applications are accepted and reviewed on a rolling basis.

By submitting your application to the Vermont Community Foundation, you give us permission to share your application and information about your project with other potential funders, both individuals and foundations.