

Northeast Kingdom Fund

Vermont Community Foundation

GUIDELINES

Please review the full guidelines for this grant program on the [Northeast Kingdom Fund webpage](#).

The Northeast Kingdom Fund awards modest grants that can leverage a new idea or other grant dollars to make possible a project or idea that will benefit the people and communities of the Northeast Kingdom. 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.

Eligible applicants must be nonprofit organizations whose primary service area is in the Northeast Kingdom or schools or municipal entities located in Orleans, Essex, or Caledonia counties. Applicants must employ staff and provide services without discrimination on the basis of race, religion, sex, age, national origin, disability, gender identity, or sexual orientation.

Please view website for the most current deadline information.

If you have questions or technical issues, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

You may apply for up to \$5,000. However, if your need is less than \$1,000, you do NOT need to answer questions in section "Financials (for grant requests over \$1,000)."

PART 1: ALL APPLICANTS: Required Questions

Organizational Budget - Total Amount*

What is the applicant's total operating budget for the current fiscal year? (For smaller groups, the project budget may be the same as the organizational budget.)

Character Limit: 20

Organization Summary*

Character Limit: 500

Project Name*

Character Limit: 100

Amount Requested*

Enter the dollar amount requested in the space below. Your request should fall within the stated range for the type of grant you are seeking (\$500 - \$5,000).

Character Limit: 20

Project Description*

Provide a detailed description of the project. Make sure to include specific details about the following: issues addressed, population(s) served, and project goals.

Character Limit: 1800

Geographic Area Served*

Briefly explain the geographic area that will be served by your project in the space below. If appropriate, list town names -- but it is not necessary to list all towns for county-wide projects.

Please note if you are a statewide organization serving primarily NEK counties.

Character Limit: 200

Project Alignment*

Which, if any, of the Vermont Community Foundation's strategic focus area(s) does your project serve? Read about our [strategic focus areas here](#).

Choices

- Early Care and Learning
- College and Career Training
- Support for Youth and Families
- Community and Economic Vitality

Which, if any, of the Northeast Kingdom Collaborative's Strategic Plan's priority area(s) does your project serve? Read about the regional priorities by clicking [here](#).*

Character Limit: 200

Key Partners*

Describe any partnerships or collaboration with other organizations that will take place as part of this project.

Character Limit: 800

When will this project happen? What is the basic timeline?*

Character Limit: 600

How will you measure success in reaching your project goals?

We want to know that your community is better off because of your work. Please discuss both the direct impact and the broader community impact of your work as laid out in this proposal.

Character Limit: 1800

Project Budget Narrative:

Use this section to provide additional information to help us understand your proposed project budget.

Character Limit: 900

How will you ensure the financial sustainability of your organization and/or program over time?

Character Limit: 900

Project Budget - Total Expenses*

Character Limit: 20

Project Budget - Detail (Required Attachment)*

Upload a printable copy of your itemized project budget. You should include both expenses and revenue/income, and identify whether your funding is pending or secured.

File Size Limit: 2 MB

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:

For example, if you operate under the umbrella of a larger registered nonprofit or need to use a fiscal sponsor, use this space to provide additional details.

Character Limit: 100

Fiscal Sponsor Form (If applicable)

Our grants must be paid to a registered 501(c)(3) nonprofit, church/religious group, or town/municipal agencies or schools. If your organization or group does not fall into one of these categories, you must 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: 1 MB

Attach a Photograph (Optional)

With your grant application, we strongly encourage you to submit a photograph from your organization (e.g. program activities, organization's building, etc.) ("Your Photograph"). If selected, Your Photograph will be used in conjunction with your application and shared with other potential funders.

Please attach Your Photograph in a .jpg file that is a minimum of 100KB and a maximum of 2MB and share a short caption below.

Character Limit: 200 | 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

Letter of Support (OPTIONAL ATTACHMENT)

You may use this space to attach an optional letter of support.

File Size Limit: 2 MB

FINANCIALS: for applicants applying for grants over \$1,000:

This section is **required** for applicant's requesting grants over \$1,000. If your need is less than \$1,000, please skip this section and go to "SAVE AND SUBMIT."

Organizational Budget (PDF Upload)

Upload a PDF copy of your organization's itemized operating budget for the current fiscal year, as approved by your board of directors. This should show income against expenses. (If you have

a fiscal sponsor, you have the options of uploading their organization budget instead of your own.)

File Size Limit: 4 MB

Balance Sheet (PDF Upload)

Upload a PDF Copy of your organization's balance sheet for the most recently completed fiscal year. (If you have a fiscal sponsor, you have the option of uploading their balance sheet instead of your own.)

File Size Limit: 4 MB

Profit/Loss Statement (PDF format)

Upload a PDF copy of your organization's Profit/Loss statement for the most recently completed fiscal year. (If you have a fiscal sponsor, you have the option of uploading their balance sheet instead of your own.)

File Size Limit: 3 MB

Board of Directors (PDF or Word Format)

Upload a list that includes the name and town of residence of each member of your current board of directors. Where relevant, include their affiliation.

File Size Limit: 2 MB

SAVE AND SUBMIT

Please view website for the most current deadline information.

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager. 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.

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