

South Lake Champlain Fund (2023)

Vermont Community Foundation

Guidelines

The primary goal of the South Lake Champlain Fund (SLCF) is to have a positive environmental impact on the southern portion of Lake Champlain, defined as the area of Lake Champlain south of Crown Point in both Vermont and New York with a preference for projects directly on the lake or in close proximity. It is also a goal of the fund to support projects that involve experts and other people who live in the southern Lake Champlain region.

What We Fund

- Educational projects which engage young people in learning and loving the cultural heritage, history, and ecology of the southern portion of Lake Champlain
- Innovative research projects focused on the cultural heritage and environmental health of the southern portion of Lake Champlain
- Educational or research projects which directly impact the communities around the southern portion of Lake Champlain and/or use the expertise of local experts including scientists, educators, and environmentalists
- Expenses related to time, equipment, hardware and software, travel expenses, publication and/or implementation of research findings, and dissemination of findings for projects as above

All findings and results of funded projects should be made public and shared with any organizations that share concern or interest in Lake Champlain. Projects with a volunteering element are encouraged.

What We Do Not Fund

- Projects duplicating lake studies in other areas
- Projects or publications focusing primarily on the northern part of Lake Champlain
- Publications of findings funded originally by other organizations
- Lobbying or advocacy work
- Implementation or follow through which are traditionally funded through government or free enterprise

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. If you are viewing a PDF version of the application questions, please note that you must log on to your online account to access the online form at www.vermontcf.org/OGM. Applications will not be accepted by mail or email.

Applications must be submitted by 5:00pm on Tuesday, March 28, 2023.

If you have questions, please contact jmulcahy@vermontcf.org or 802-828-7760.

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*

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

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

Application Questions

Project Name*

Character Limit: 100

Total Amount Requested*

Minimum \$1,000 / Maximum \$7,500

Character Limit: 20

Project Summary*

In complete sentences, summarize what you hope to accomplish with this project.

Character Limit: 300

Geographic Area Served*

Briefly explain the geographic area that will be served by your project in the space below.

Character Limit: 300

What category best describes your project?*

Choices

Research Only
Education Only
Combination of Research and Education
Other (explain below)

If you answered "Other" above, explain here:

Character Limit: 100

Are you asking for single year support, or repeat support for an ongoing project?*

Choices

Single year support
Repeat support for an ongoing project

Project Description*

Provide a detailed description of the project, including issues addressed, population(s) served,

and project goals. Be sure to explain how this project relates to southern Lake Champlain and the goals of the South Lake Champlain Fund.

Character Limit: 2400

Describe the history of your organization and project*

Character Limit: 1200

What are the desired outcomes of this work?*

Character Limit: 1200

How will you utilize the outcomes of the project to meet the goals of the fund?*

Character Limit: 1200

Who has primary responsibility for the project?*

Character Limit: 900

What is the anticipated end date of the project?*

It is expected that most projects will be completed within 12 months of the grant date — by end of May 2024.

Character Limit: 600

How will you evaluate your results?*

Character Limit: 1200

What other activities might be necessary or useful following completion of the project?*

Character Limit: 900

Project Budget - Total Amount*

Character Limit: 20

Project Budget and Narrative*

Upload a PDF copy of your itemized project budget with both expenses and revenue, and identify whether your funding is pending or secured. Please include the following calculations:

- Percentage of budget for capital expense
- Percentage of budget for personnel
- Percentage of budget requested from fund
- Percentage of budget provided in kind

We require all budget attachments be saved in PDF file format. Sample budget documents can be downloaded from the Community Foundation's website -- visit our Online Grants Center for more details. If you have questions about the attachments, please contact jmulcahy@vermontcf.org or 802-828-7760.

Provide additional information to help us understand your proposed project budget.

Character Limit: 1000 | File Size Limit: 1 MB

If you are seeking partial funding, how are you securing additional funds?

Character Limit: 900

Grant History*

Has your organization received funding from the South Lake Champlain Fund in the past three years?

Choices

Yes

No

If you answered yes above, please specify the year(s) and amount(s).

Character Limit: 250

Grant Report (If Applicable)

If you received funding from the South Lake Champlain Fund in the past three years, please upload a copy of your most recent grant report.

Please Note:

The official grant report is now an online form and has been assigned to you in the Online Grants Manager as a Follow-up form connected to your previous grant application. It can be accessed from your account dashboard. From the report form, please select the option at the top of the page to create a "Follow-Up Packet" of your final submitted report and upload the pdf here.

If you are not finished with your project, you must submit an interim report with your new application. For further instructions or if you have questions, please contact 802-828-7760.

File Size Limit: 8 MB

Resume(s) of Primary Project Staff*

Multiple documents can be combined before uploading.

File Size Limit: 2 MB

Board of Directors*

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

File Size Limit: 1 MB

Support Materials (Optional)

Use this space to upload copies of relevant articles, brochures, or letters of support.

File Size Limit: 4 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

All applications must be submitted online by 5:00 pm on Tuesday, March 28, 2023.

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.