

Crosby-Gannett Fund (2025)

Vermont Community Foundation

GUIDELINES

The purpose of the Crosby-Gannett Fund is to support endeavors that contribute to the betterment and vitality of the Brattleboro area. Each year the Crosby-Gannett Fund will award one new three-year grant in the amount of \$7,500 per year; the total commitment will be \$22,500 for the organization over the three-year period. The goal is to provide meaningful capacity-building support to brilliant, creative ideas that would benefit from modest reliable funding and enable them to take off and make a difference in the betterment of the Brattleboro area.

The grant award can be used to fund programs, capital projects, and operating expenses. Support for endowments or operational deficits are not allowable.

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.

Deadline: Tuesday, April 29, 2025 at 5PM. Applications must be submitted on time in order to be considered.

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. Applications will not be accepted by mail or email.

If you have questions about the Online Grants Manager, please contact jmulcahy@vermontcf.org or 802-828-7760.

ATTACHMENTS

Please note the following guidelines for budget <http://www.vermontcf.org/NonprofitsGrants> 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 802-828-7760.

Organizational Budget - Completed Fiscal Year*

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

File Size Limit: 6 MB

Organizational Budget - 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

Budget Request - for program or project support only

Upload your organization's projected budget, including this request. If you are requesting support for a specific program or project, please upload a budget for that specific program or project.

File Size Limit: 2 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

APPLICATION QUESTIONS

Project Name*

If general operating funding is being requested, please note that here.

Character Limit: 250

Amount Requested - Annual Amount*

(Minimum \$250/Maximum \$7,500 annually for three years, totaling \$22,500)

Character Limit: 20

Amount Requested - Total Amount*

(Minimum \$750/Maximum \$22,500)

Character Limit: 20

Geographic Area*

Where in the Brattleboro area will your project be implemented?

Character Limit: 1000

Organization/Project Summary*

Provide a description of your organization and, if applicable, project.

Character Limit: 2000

Vision*

Describe how this funding will contribute to the betterment and vitality of the Brattleboro region. What do you hope to accomplish?

Character Limit: 3000

Impact*

How will this three-year funding make your organization stronger?

Character Limit: 2000

Use of Funds*

- A. How will you spend the funds each year (i.e. staff, equipment, capital improvements)?
- B. Please project the tangible benefits from this grant (i.e. people served, hours of programming, pounds of food).

Character Limit: 2000

Budget*

What is the annual operating budget for the current fiscal year? Will other funds or partnerships be leveraged by these funds?

Character Limit: 2000

Success*

Describe your past organizational successes. *If a start-up enterprise, tell us what features of your organization will fulfill the promise of future success.*

Character Limit: 2000

Project Leadership*

Does your initiative have a person or group committed to seeing the project through to success? If so, please describe.

Character Limit: 1000

APPLICANT STATUS

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** (*click on the blue words for the download link*) and forward it to your fiscal sponsor to print, fill out, and sign. If you have questions, please contact 802-828-7760.

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

Deadline: Tuesday, April 29, 2025 at 5PM. Applications must be submitted on time in order to be considered.

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

