

Application for funding from
Montpelier Community Fund
FY19 (July 2018 – June 2019)

Deadline for submission: Midnight, Monday November 27, 2017.

Email all applications to JGranfield@montpelier-vt.org

Applicant / Organization name:

Mailing Address:

Website: _____ Fiscal Year Dates (if organization): _____

Amount requested from Montpelier for FY19 (7/1/18 – 6/30/19) _____

Primary Contact Person:

_____ Title: _____

Phone: _____ E-mail: _____

This application must be signed by the Executive Director, President of the Board, or Individual Applicant. By submitting a grant application to the MCF, the applicant agrees that it will not also seek funding through the Montpelier ballot petition process.

Signature

Please print name

Title

Date

Please review the MCF Guidelines before completing this application and carefully follow all instructions.

- 1. Provide a brief description of your work and the program for which you are requesting funding.** Tell us what you do. What is the need or problem your organization or project addresses? Instead of a mission statement, please explain your organization's activities.
Please be brief!
- 2. What geographic area does your organization or program serve?**
- 3. If approved, how will you use the money you are requesting? For general operating expenses; or for a particular program or project?** Be specific, and provide a program or project budget that a layperson can understand.

4. **How does your organization complement or collaborate with other local organizations that may provide similar or allied services?** Describe singular services you offer and how your organization complements or collaborates with other programs or services. For example, a homeless shelter may provide a unique service to the area but still interacts with allied programs such as housing agencies, employment, counseling, or medical services.

5. **What are the unduplicated numbers of people served by your organization or program during your most recent fiscal year?** The Board wants to know who you are serving and how well you know your service recipients.
 - a. Total number of individual people (unduplicated count): _____
 - b. Number of Montpelier residents (unduplicated count): _____
 - c. If applicable, number (or percentage) of low-income Montpelier residents: _____
 - d. If applicable, number of Montpelier resident volunteers: _____, # of volunteer hours: _____
 - e. You may share up to three additional pieces of data that describe the services you provide to Montpelier residents.
 - f. Briefly explain how you determined the above numbers.

6. **If you received MCF funds for this fiscal year (FY18) or last (FY17), how were they used?**
Please include one or both of the following, as applicable:
 - a. Final Report on FY17 MCF Grant.
 - b. Progress Report on FY18 MCF Grant.
 Please be sure to explain any changes in how the grant funds were used.

7. **Other than the Community Fund, please list any direct or in-kind support that your organization or project receives from the City of Montpelier including public schools and all municipal departments such as public works, parks, senior center, recreation, etc.**

8. **List other towns that support your organization through grants or municipal contributions in FY18 (include amount).**

9. **Please provide the following attachments** (These should all be reports that you already have on hand; we do not require you to create new ones. Individual applicants do not need to provide this documentation):
 - a. Most recent prior year budget-to-actual revenue and expenditures
 - b. Project budget (if applicable)
 - c. A list of current board members
 - d. Copy of IRS Determination Letter (new applicants only)

Your application is complete if it includes:

- Answers to all questions in the order asked, with all acronyms explained
- All financial statements requested
- The signature of the Executive Director, Board President, or Individual Applicant
- One electronic copy (single PDF preferred) received by midnight, Monday, November 27, 2017 at JGranfield@montpelier-vt.org



City of Montpelier, Vermont

39 Main Street, City Hall
Montpelier, Vermont 05602

MONTPELIER COMMUNITY FUND

FY 2019 (7/1/18 - 6/30/19)

GUIDELINES

In 2012, the Montpelier City Council established the Montpelier Community Fund (MCF) as its method for funding organizations and projects that benefit Montpelier residents. The City Council now includes an appropriation for MCF grants within its annual budget, which is voted on annually at Town Meeting. The MCF reviews all applications submitted and recommends grants for eligible organizations and projects as set forth in the MCF policy. MCF award recommendations are considered by the City Council prior to Town Meeting. The MCF is administered by a five-person Board of Montpelier residents, appointed by the City Council.

Eligibility - Private, non-profit organizations that benefit the residents of Montpelier are eligible to apply to the MCF. In addition, MCF will make arts grant awards to arts organizations and individual artists for specific events. Any organization or person who petitions to place an article requesting funds on the 2018 City ballot is not eligible for MCF funding in FY 2019.

Grant Types - The MCF offers two types of grants: **General Community Fund** and **Arts Grants**. The Arts Grants are designed to support specific art-related events (or series of events) to benefit downtown, with awards typically \$1,000 or less. General Community Fund grants support operating budgets or specific projects of local community service and related organizations.

Grant Award Criteria - The MCF Board considers the following criteria in awarding funds:

1. The extent to which the grant will benefit Montpelier, its residents, and the public good -
 - a) by effectively addressing basic human needs; or
 - b) by enhancing the quality, vitality and sustainability of life in Montpelier.
2. The extent to which the applicant has raised, can raise, or can leverage funds from other sources.

Application - Completed applications must be submitted in digital form (Word or PDF; a single file preferred) on or before midnight, November 27, 2017. Applications must be complete, legible, and with all attachments in order for a request to be considered.

Grant Awards - The Montpelier Community Fund Board's recommendations to the City Council will be published prior to town meeting, and grant awards will be announced after the City budget is approved. Award payments are processed by the City after the first property tax installment due date of August 15. Awards greater than \$10,000 will be paid in two installments, one after August 15 and the second after November 15.

Please note that all individual award recipients will be asked to complete a W-9 form

Recipient Reporting - If you are applying for FY19 funding, please submit: a) a Final Report on FY17 Grant Funds received (if applicable) and b) a Progress Report on FY18 Grant Funds received (if applicable).

Questions regarding the Montpelier Community Fund may be directed to the City Manager's office - 803-223-9503 - or JGranfield@montpelier-vt.org.