

# 2024 Grant Guidelines

Clinton County Community Foundation is pleased that your organization is considering submitting an application for grant funding for 2024. We want you to be successful in your application process, as well as with your charitable and civic work in our community. Please carefully read all of the information and be sure to contact us with any questions that are not answered herein.

**ELIGIBILITY:** Eligible organizations must be located within Clinton County or demonstrate that their services benefit residents in Clinton County.

Applicants must be either a governmental unit/political subdivision or a nonprofit organization with a 501(c) designation recognized by the IRS.

**BE AWARE: Grants cannot be used for administrative/labor costs.**

## TIMELINE:

Oct. 16, 2023	<i>Grant application for 2024 will be available on-line at <a href="http://www.clintoncountyfoundation.org">www.clintoncountyfoundation.org</a>.</i>
Dec. 15, 2023	<i>Applications sent via U.S. Postal mail to CCCF must be postmarked by this date.</i>
Dec. 15, 2023	<i>Applications that are hand-delivered must be received at Water St. address by 5 p.m. this date.</i>
Jan. 24, 2024	<i>Decisions on all eligible applications are scheduled to be made by the Board of Directors.</i>
Feb.-March 2024	<i>Grant agreements are sent to organizations selected to receive funding.</i>
March 31, 2024	<i>The deadline by which signed grant agreements must be received by the CCCF.</i>
Dec. 1, 2024	<i>The deadline by which an evaluative report must be completed by grantees and returned to CCCF.</i>

## COMPLETING THE FILLABLE PDF GRANT APPLICATION FORM:

The 2024 Grant Application for funding by CCCF is provided in a fillable PDF format, which allows applicants to enter data directly into the form using their computer and Adobe Acrobat Reader, so to print paper copies. Following are instructions regarding how to successfully complete the fillable PDF grant application.

- **Use only the latest version of Adobe Acrobat Reader to complete the application.**  
Do **not** complete the application online within your web browser using an alternate PDF viewer, other PDF readers (e.g., Foxit Reader, xPDF), or by using Apple Preview (macOS). Macintosh and Windows versions of the free Adobe Acrobat Reader are available from Adobe at <https://get.adobe.com/reader/>.
- **Before completing the application,** save the fillable PDF file to your computer (e.g., Desktop, My Documents folder).

- If viewing the form online in a web browser using a built-in PDF viewer, **right-click** in the displayed PDF and select **Save as** or **Save Page As**. Make sure Adobe Acrobat Document is selected for the file type (\*.pdf), and save the file. Note the **file name** and **location** of the saved file.
- Once you have **saved** the grant application to your computer, you are ready to complete the form in [Adobe Acrobat Reader](#).
  - ✓ Launch **Adobe Acrobat Reader**.
  - ✓ In Adobe Acrobat Reader, choose **File > Open** from the menu bar. Locate the saved grant application PDF file, then click **Open**.
  - ✓ Complete the application, then save the final version of the file to your computer by clicking **File > Save** (or **File > Save As**) from the menu bar in Adobe Acrobat Reader.
- **HOW TO SUBMIT:** The Foundation requires 11 paper copies of the cover letter, the 2-page application and supporting grant documents, **HOWEVER**, we require just one (1) copy of your IRS 990, your IRS 501(c)3 letter and your Bureau of Charitable Organizations (BOCO) certificate.

## Frequently Asked Questions:

### What type of projects are funded by CCCF?

Most grant awards provide funds for specific programs, equipment purchases, or capital improvements.

### What is the range of grant sizes that have been awarded?

In 2023, the grants awarded ranged in size from \$500 to \$33,000; no minimum or maximum amounts are set.

### What is a Taxpayer Identification number (TIN)?

This is the also the Employer Identification Number (EIN).

### Why do some funders/foundations only provide grant awards for 501(c)(3) organizations?

The IRS uses the 501(c)(3) designator to denote an organization as charitable. Other non-profits which the IRS determines as not purely charitable may also receive grants, however it is the responsibility of the Grantmaker to ensure that the award was for a charitable project.

### Can an organization apply for two different grant projects?

Yes, provided they can accomplish both projects, if funded.

### Can I use more space than is allotted for the open-ended questions on Page 4 of the form?

Yes, the fillable PDF is set up to scroll. The question about the problem and needs that will be met allows 4,000 characters in the response, the financial sustainability question allows 1,500 characters, and finally the question on evaluation of the project allows 2,500 characters.

### If grant funds are not/cannot be spent within the calendar year in which they are awarded, must the money be returned to the Foundation?

Yes.

### Are matching funds necessary to be awarded funding?

While not a requirement, organizations are strongly encouraged to seek out and acquire funding from other sources.

### Can I submit my grant application by email only?

**No.** We require 11 paper copies of the grant application and supporting documents BUT we require just one copy of your IRS 990, your IRS 501(c) letter and your Bureau of Charitable Organizations (BOCO) certificate. Call us at 570.220.1038 with any questions.

### How do I get a letter from the IRS regarding my organization's 501(c) status?

Click Here: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>

### If a grant request is for only one item, then does a budget still need to be provided?

Yes. Consider adding into your budget other costs associated with the project such as shipping, in-kind labor, set-up fees, etc. Even if the ancillary costs are not a part of the grant request, when prospective grantees include such additional costs and how they will be covered, they display competence and awareness of big-picture costs.

### Are grants awarded to multi-year projects?

Yes. Although grants are typically awarded to projects that will be completed within the year, commitments can be made by the Board of Directors for multi-year projects.

### Who do I contact if I have questions?

We welcome your questions and comments. Know that ultimately, we want you to be successful in your efforts to serve our community. **Call or email Bob Rolley, outreach coordinator of Clinton County Community Foundation, at 570-220.1038 (leave a message if need) on Mondays or Thursdays, or email him anytime at:**

[cccf@clintoncountyfoundation.org](mailto:cccf@clintoncountyfoundation.org).



350 East Water St. / P.O. Box 652

Lock Haven, PA 17745

570.220.1038

[cccf@clintoncountyfoundation.org](mailto:cccf@clintoncountyfoundation.org)

# 2024 Grant Application

Please thoroughly review the corresponding Grant Guidelines ~ Application Process Open From Monday, October 16th, 2023 through Friday December 15th, 2023

**GRANTS CANNOT BE USED FOR ADMINISTRATION/LABOR COSTS**

Legal Name of Organization: \_\_\_\_\_

Mission Statement: \_\_\_\_\_

Year Founded: \_\_\_\_\_ The year your services began within/for Clinton County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

The organization applying for the grant funding is (*Check one*):

- A non-profit organization recognized by the IRS as 501(c)(3).
- A non-profit organization other than the above recognized by the IRS; *note type: 501(c) ( )*
- A governmental unit or political subdivision.

Taxpayer Identification Number (TIN): \_\_\_\_\_ - \_\_\_\_\_ **NEW: Project Budget:** \_\_\_\_\_

**NEW: List ALL funding sources and amounts for this grant project/proposal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all competitive grants awarded by Clinton County Community Foundation to your organization over the past five years. If you did not apply, tick the DNA box for the appropriate year(s); if you applied and were not funded, tick the NF box for the appropriate year(s).

Year	DNA	NF	Amount Awarded	Purpose of Grant Request or Completed Project
2023	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2022	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2021	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2020	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2019	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

## POINT OF CONTACT FOR GRANT PROJECT

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PROJECT INFORMATION

Name of Project/Program: \_\_\_\_\_

Brief Statement of Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Anticipated Project Start Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Anticipated Project Completion: \_\_\_\_\_

This grant request is for *(check all statements that apply)*:

- A one year project to be completed in 2024.
- A multi-year project.
- A new project/program.
- The continuation of current program(s) service(s).
- Capital improvements.
- Purchase of a piece(s) of equipment greater than \$500.00.

Describe the problem to be addressed and the needs to be met by this project. *(Add additional pages of details as necessary for these responses.)*

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Will this project require funding to continue at the termination of this grant? If so, specify your plans for the financial sustainability of the project. *(If no additional funding is anticipated, leave blank.)*

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### **NEW: Please provide 11 copies of the following with this grant proposal (Check all that apply):**

- Cover Letter and reasoning for request. *(Required.)*
- Completed Grant Application Form. *(Required.)*
- At least two estimates or bids. *(Needed for equipment pieces over \$500.00 and for all capital improvements.)*

### **NEW: Please provide 1 copy of the following with your grant packet:**

- Current copy of the IRS Affirmation or Determination Letter denoting the 501(c) status of the organization. *(Not required for a governmental unit or political subdivision.)*
- Most recent IRS Form 990 from each 501(c) organization *(Required. Municipalities, townships and boroughs are not included in this requirement.)*
- Commonwealth of Pennsylvania Department of State Bureau of Corporations and Charitable Organizations Certificate of Registration from each 501(c) organization. *(Required. Municipalities, townships and boroughs are not included in this requirement while others can provide a State Exemption Letter if applicable.)* [Home \(pa.gov\)](http://pa.gov)

**IF APPROVED, A REPORT WILL BE DUE BY DEC. 1, 2024 SUMMARIZING COMPLETION OF YOUR PROJECT**

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*Thank you for your commitment to serving the needs of Clinton County residents!*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*By submitting your name above you are signing this grant application and acknowledging that the information herein is accurate. Your electronic signature is the legal equivalent of your manual signature on this form.*