Clinton County Community Foundation
Committed to Growth and Giving in Clinton County, Pennsylvania

P.O Box 652, Lock Haven, PA 17745
570.220.1038 or email to:
cccf@clintoncountyfoundation.org

2027 Grant Guidelines

Clinton County Community Foundation is pleased that your organization is considering submitting an application for grant funding for **2027**. 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: Your nonprofit or municipality's services, program or event must 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. 1, 2026	*Grant application for 2027 will be available on-line at www.clintoncountyfoundation.org.*
Dec. 1, 2026	*Applications sent via U.S. Postal mail to CCCF must be postmarked by this date.*
Dec. 1, 2026	*Applications that are hand-delivered must be received at Water St. address by 5 p.m. this date.*
February 2027	*Decisions on eligible applications to be made by the Board of Directors. (Date subject to change.)*
Late Feb. 2027	*Grant agreements are mailed to organizations selected to receive grant funding.*
March 31, 2027	*The deadline by which signed grant agreements must be received by the CCCF.*
Dec. 1, 2027	*The deadline by which an evaluative report must be completed by grantees and returned to CCCF.*

COMPLETING THE FILLABLE PDF GRANT APPLICATION FORM:

The 2027 Grant Application for funding by CCCF is provided in a fillable PDF format to allow applicants to enter data directly into the form using their computer. Or you can print paper copies and fill out your answers with pen or pencil. 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 **13 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 PA Bureau of Charitable Organizations (BCCO) certificate.

Frequently Asked Questions:

What type of projects are funded by CCCF?

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

Are there minimum and maximum grant request limits?

There are **NO** minimum or maximum grant limits. In 2025, the grants awarded ranged in size from $298 to $50,000.

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 12 paper copies of the grant application and supporting documents

What government forms are required to apply?

We require One copy of your current iRS 990, your IRS 501(c)3 letter and your unexpired Pennsylvania Bureau of Charitable Organizations (BCCO) 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 or email him anytime at:** cccf@clintoncountyfoundation.org.

Clinton County Community Foundation

350 E. Water St. / P.O. Box 652
Lock Haven, PA 17745
570.220.1038
cccf@clintoncountyfoundation.org

2027 Grant Application

Please thoroughly review the corresponding Grant Guidelines ~ Application Process Open From

Thursday, October 1, 2026 to 5 P.M. Tuesday, Dec. 1, 2026

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: _____ Borough or Township:

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): ____ - _____ **Project Budget:** _____

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
2026	☐	☐		
2025	☐	☐		
2024	☐	☐		
2023	☐	☐		
2022	☐	☐		

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 2027.
- ☐ A multi-year project.
- ☐ A new project/program.
- ☐ The continuation of current program(s) or service(s).
- ☐ Capital improvements.
- ☐ Purchase of a piece(s) of equipment greater than $500.

Describe the problem to be addressed and the needs to be met by this project. **Please tell us everything you think we should know about your project or service.** *(Add additional pages of details as necessary.)*

_____

_____

_____

_____

_____

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.)*

_____

_____

_____

Please provide 13 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.)*

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)

IF APPROVED, A REPORT WILL BE DUE BY DEC. 1, 2027 SUMMARIZING COMPLETION OF YOUR PROJECT

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.