



TO: 2012 1st and 10 Foundation Grant Applicants

FROM: Jennifer Correa, Executive Director

RE: Grant Applications

Thank you for your inquiry regarding the 1st and 10 Foundation grant program. Below you will find the necessary information and materials for a grant proposal. PLEASE READ ALL INFORMATION CAREFULLY.

Before filling out the grant application, please read the 1st and 10 Foundation's policy and objectives. Requests for grants must be received in writing utilizing the Foundation's grant proposal guidelines by August 15, 2012. Applications postmarked after this date will not be accepted. Please mail one original copy of the grant to:

1st and 10 Foundation
PO Box 192
Guild, NH 03754

1st and 10 Foundation
c/o Jennifer Correa
482 Sunapee Street
Guild, NH 03754

PLEASE REVIEW CAREFULLY AS WE HAVE MADE CHANGES TO THIS APPLICATION

If you have any questions about this process, please feel free to contact the foundation at director@1stand10foundation.com. Thank you very much and we look forward to reviewing your application.

STATEMENT OF POLICY AND OBJECTIVES

1st AND 10 FOUNDATION STATEMENT OF POLICY AND OBJECTIVES

The 1st and 10 Foundation, a public non-profit corporation, was established by Chad Pennington and his wife Robin in 2003 with a game plan to build stronger communities by funding programs and institutions which seek to improve the quality of life throughout the southern West Virginia and East Tennessee.

Policies and programs are directed by its Resource Council who have discretionary powers and are dedicated to discharging their responsibility in a manner that will result in maximum beneficial use of resources of the foundation to build stronger communities. The nature of the programs and their immediate long-term benefit shall be guiding the consideration in funding grants.

Due to the close association of Chad Pennington with the southern West Virginia and East Tennessee, programs and projects related to building stronger communities within these areas are of primary concern to the foundation. Unless specifically requested by a member of the Resource Council, the Foundation will not consider grant requests from organizations outside the southern West Virginia, East Tennessee, and South Florida areas.

The Foundation will not consider requests to defray meeting or conference expenses, salaries, or payment of travel of individuals or groups. It will not relieve organizations of their responsibilities, nor make grants to individuals for any purpose.

Requests for funds must be received in writing utilizing the 1st and 10 Foundation grant proposal guidelines and forms by August 15, 2012. A letter showing Federal 501C(3) tax-exempt status as a public charity must accompany all requests.

1st and 10 FOUNDATION GRANT GUIDELINES

SELECTION CRITERIA

Applications will be evaluated on basis of:

- How the program fulfills the principles of the 1st and 10 foundation.
- How the program meets the needs of the community
- How the program will be implemented and evaluated. Please include the procedures used to track and measure progress and outcome goals objectively.
- How the program will sustain outcomes for the community beyond the grant period.

LIMITATIONS

In general, the following are not areas that the 1st and 10 Foundation supports:

- Organizations without 501c(3) tax-exempt charitable organization status
- Churches and schools – though these have 501©(3) status, they do not meet the criteria of charitable organizations.
- Fundraising and sponsorship events (e.g., golf tournaments, telethons, banquets)
- Groups outside of Southern West Virginia and East Tennessee
- Projects/groups benefiting an individual or just a few persons
- Building/renovating expenses of any kind
- Costs to defray meeting, conferences, workshops or seminars expenses
- Payment of travel of individuals or groups
- Re-granting organizations
- Post-event fundraising
- Multi-year gifts

GENERAL POLICIES

- If an organization has been funded three years in a row, (2009, 2010, 2011) we ask that you wait until August 15, 2013 to apply again. After funding a program for three years in a row, we would like to see some sustainability for one year without us.
- Requests for funding are limited to one request per organization
- Other than the grant application and information requested on the applications, no additional materials are to be submitted
- Will only grant funds to organizations that have tax-exempt status under Section 501© (3) of the Internal Revenue Code
- A proposal asking to consider providing a portion of the support for a project will generally receive greater preference than one seeking exclusive funding
- Offer choices of funding at three donation levels.
- The 1st and 10 Foundation grant limit is \$25,000, although most grant amounts range between \$1,500 and \$15,000. For organizations and projects new to us, we prefer to start at a more modest level and work toward building a long term relationship
- Grant making policy places more emphasis on specific project proposals than on general operating fund or capital campaign projects
- Organizations that receive a grant will be required to complete a post grant evaluation (that will be given to you once awarded the grant) by July 15, 2013. Not completing the form will eliminate future funding.
- Incomplete grant applications will not be considered for funding

Please provide the following information in the order given; using headlines, subheadings and numbers provided in your own word processing format:

A. NARRATIVE

1. AGENCY INFORMATION

- Provide a brief description of your agency's mission, services, overall size and date founded
- Description of current programs, activities and accomplishments

2. PROJECT

- Outline the program for which you are seeking funds. Please be specific who will be doing what, when, where and for how long. Please include program start and end dates.
- List of project goals, objectives and target population.
- How does this project/program fit the 1st and 10 mission statement
- List of other organizations participating in the project and their roles.

3. OBJECTIVES AND EVALUATION

- Please explain how your goals will be monitored and measured. Being specific, how will you know whether the program demonstrated success?
- What do you anticipate your organization will learn from this program that will assist others in future programs?
- Please list the top 3 beneficial aspects of the project as it relates to serving communities.
- Please list the top 3 potential concerns or obstacles of the program as it relates to serving communities, and how do you plan to address each one?
- How does this program meet the needs of the community it intends to serve, and what evidence is there that the program leaders have engaged the interest and support of the community?
- If the program is to be sustained, please provide a reasonable plan for continuity beyond the 1st and 10 foundation grants, such as indicating where additional support will likely be sought.

4. FINANCIAL

- Explain in detail the source of funds for its operation in subsequent years, if this will be an ongoing project.
- Project Budget (use project budget revenue and expense forms attached)

5. ATTACHMENTS

- A copy of the current IRS determination letter indicating 501c (3) tax exempt status - MANDATORY
- Organization's current annual operating budget.
- Most recent monthly financial statement (statement of financial position & statement of activities)
- Most recent financial statement (audited if available)
- List of Board of Directors
- Letters of support (optional)
- Annual Report (optional)

6. EVALUATION

- If chosen as a grant recipient an evaluation form is due no later than July 15, 2013, unless program extends beyond that date. **This form will be given when organization is awarded a grant.**

1st and 10 Foundation Grant Application

ORGANIZATION INFORMATION

Date of Application: _____

Organization Name: _____

Address: _____

City, State and Zip: _____

Phone Number: _____ Fax Number: _____

Executive Director: _____

Contact Person for grant if different: _____

Email Address: _____

Year Organization was Founded: _____ Website: _____

Organization Mission Statement: _____

Federal Tax ID number _____

Program Name _____

Brief Program Description _____

Amount Requested: 1. \$ _____ 2. \$ _____ 3. \$ _____

Program Start date: _____ Program End date: _____

Number of Individuals Served by Program: _____

Number of years the Program has been conducted: _____

Have you previously applied to the 1st and 10 Foundation for a grant? _____

Date	Amount	Purpose
_____	_____	_____
_____	_____	_____

Date (s) funds from this grant would be needed by to conduct program _____

Signature, President/Chairman

Date

PROJECT BUDGET REVENUE

	Amount Requested	Committed	Pending	Approximate Notification Date
Local Government	\$ _____	\$ _____	\$ _____	_____
State Government	\$ _____	\$ _____	\$ _____	_____
Federal Government	\$ _____	\$ _____	\$ _____	_____
Corporate Support	\$ _____	\$ _____	\$ _____	_____
Earned Income	\$ _____	\$ _____	\$ _____	_____
In-Kind Support	\$ _____	\$ _____	\$ _____	_____
Other				
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
Foundation Support				
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
TOTAL	\$ _____	\$ _____	\$ _____	

PROJECT BUDGET EXPENSES

Time period this budget covers (One form per year): _____

Salaries \$ _____

Fringe Benefits \$ _____

Consultants \$ _____

Insurance \$ _____

Travel \$ _____

Equipment \$ _____

Supplies \$ _____

Print/Copy \$ _____

Telephone/Fax \$ _____

Postage \$ _____

Rent \$ _____

Utilities \$ _____

Maintenance \$ _____

Evaluation \$ _____

Marketing \$ _____

Other \$ _____

Total \$ _____

Frequently asked questions regarding our grant process and application

What should I do if I can't download the grant application?

Email: director@1stand10foundation.com to receive the application in a word document.

How should I assemble the grant?

Please staple or paper clip

If I applied in the past can I apply again? Can I apply for the same program?

Yes.

Can I apply if I didn't turn the grant report in from the previous year?

No, you must turn in the grant report from the previous year.

Do I need to make extra copies of the grant application?

No, the 1st and 10 Foundation only requires one copy.

Who do I put the mailing address attention to when sending the application?

Attention: Jennifer Correa

If I have further questions that are not answered on this page or the application, how should I contact the foundation?

It is always best to send questions to director@1stand10foundation.com

How should I send the application?

You may send the application using either the USPS: 1st and 10 Foundation, PO Box 192, Guild, NH 03743 or UPS/FedEx: Jennifer Correa, 482 Sunapee Street, Guild, NH 03754

Does it have to be delivered by August 15, 2012?

It has to be postmarked by August 15, 2012

When will the organizations be notified?

We require a MINIMUM of three months for the grant review process. All grant applicants will be notified in writing once decisions are reached.