

**The Libby Hough Van Winkle
Foster Children's Fund
Grant Application**
To be used from July 1, 2009 – June 30, 2010

Return application to:
The Community Foundation of
Frederick County
312 East Church Street
Frederick, MD 21701

Grant Application Guidelines

General Information

The Libby Hough Van Winkle Foster Children's Fund, a component fund of The Community Foundation of Frederick County, was started by Hammett W. Hough and Jaralyn L. Hough in honor of their daughter's dedication to foster children. The Fund provides grants for the needs of children who are in a foster care program. The grant award provides for unique educational, social, recreational/leisure, and/or medical needs that are not provided by the foster care system.

Eligibility Criteria

To be eligible for consideration for grants from this Fund, the organization submitting an application must certify that it is one of the following:

1. An already existing nonprofit, 501(c)(3) organization that provides services to foster care children.
2. Government agency providing services to foster care children.
3. A religious organization providing services to foster care children.
4. A long standing community service or civic group that is not a 501(c)(3) organization that provides direct care to foster care children.

Preference will be given to agencies serving foster care children in the State of Iowa and Frederick, Maryland and its surrounding communities.

Application, Information, and Timeline

1. Applications will only be accepted from agencies that meet the eligibility criteria listed above.
2. A completed application is required for all requests.
3. Invoices should be supplied from at least two vendors for equipment and/or supply requests.
4. Incomplete applications will not be returned for completion.
5. Electronic submission of grant applications will not be accepted.
6. Each Agency shall be notified of the results of the Community Foundation's evaluation of its grant application with sixty-days of submittal.

How to Apply

The organization submitting a grant application must submit **all** of the following as part of its application to be considered for any grant assistance:

- A. Completed Community Foundation *Libby Hough Van Winkle Foster Children's Fund Grant Application* form.**
- B. Current roster of the organization's governing board member names and addresses, and executive staff names and addresses.**
- C. Letter signed by an officer of the organization certifying that the organization's 501(c)(3) status is not anticipated to change during the grant period.**
- D. Copy of the organization's 501(c)(3) designation letter from the Internal Revenue Service (If applicable).**
- E. Copies of invoices from vendors for expenditures and one-time purchases.**
- F. All other attachments required elsewhere by this application.**

Additional Information

1. The Community Foundation makes its grant decisions based upon its funds' charitable purposes and criteria for funding.
2. Requests for multi-year funding assistance will not be considered.
3. Requests for funding general operating costs, salaries, rent, living expenses, will not be considered.
4. The organization may or may not be invited to meet and/or talk with the Community Foundation's Grants Committee to discuss the grant application.
5. Grant monies must be expended within 90 days of the grant award. Monies not expended by this date will be forfeited.

Disbursement of Grant Funds

The Community Foundation **will not** disburse grant checks directly to grant recipients. The Community Foundation will reimburse the grant recipients for funds expended or will pay vendors directly for items purchased.

Grant monies are to be used for the purposes stated in the organization's grant application only. Other expenditures not included in the grant application will not be reimbursed.

Section 1: Organization	
Name of organization:	
Address:	
Phone number:	
Website:	
Name of principal contact for this application:	
Title:	
Address:	
Daytime phone number:	
E-mail:	
Type of organization (<i>check one of the following</i>):	<input type="checkbox"/> A 501(c)(3) nonprofit organization <input type="checkbox"/> A government agency that provides services to foster care children <input type="checkbox"/> A religious organization providing services to foster care children <input type="checkbox"/> A long standing community service or civic group that is not a 501(c)(3) organization that provides direct care to foster care children

Section 2: Organization's Overall Mission
[Describe below in 50 words or less the organization's overall mission and purpose.]

Section 3: Funding Requested (250 – 500 words)

[Describe the service that funding will provide. In detail describe how and why this service and/or equipment cannot be provided by your agency or any other traditional foster care funding sources.]

Section 4: Description of Quantifiable Outcomes (250 – 500 words)

[Describe below the quantifiable expected outcomes from receipt of the requested funds.]

Section 5: Publicizing the Community Foundation's Grant to the Applicant's Constituents

[List below in 50 words or less the ways in which the applicant will publicize the Community Foundation's grant to the applicant's constituents; e.g., article in a newsletter, announcement at an annual meeting, a mention at an annual event, a picture in an annual report, signage, etc.]

Section 6: Attachments

As required elsewhere in the grant application instructions, the following documents are submitted.

[Check all that are applicable.]

- A copy of the organization's 501(c)(3) nonprofit designation letter. [Required by organizations claiming to be a public charity as defined in section 501(c)(3) of the Internal Revenue Code.]
- A separate letter signed and dated by an official with authority to represent the organization certifying that the organization's 501(c)(3) designation is currently valid and that the designation is not anticipated to change during the Community Foundation's current grantsmaking cycle. [Required to be submitted by organizations claiming to be public charities as defined in section 501(c)(3) of the Internal Revenue Code.]
- A current roster of the organization's governing board member names and addresses, and names and addresses of executive staff. [Required by each organization.]
- Copies of estimates from two vendors on vendor letterhead. [Required when the grant application requests funding for equipment and or supply expenditures.]

No other attachments or materials (e.g., videos, folders, three-ring binders, annual reports, pamphlets, brochures, give-away items such as key chains, coffee mugs, etc.) shall be included with the grant application.

The Community Foundation reserves the right to request any additional information from the organization during the evaluation process.

Section 7: Authorized Official for the Organization	
I, the undersigned individual, hereby certify that I am authorized to submit this grant application on behalf of the named organization and that the information provided in this application is accurate and complete to the best of my knowledge.	
Signature of authorized official:	
Date of signature:	
Typed (or printed) name of authorized official:	
Title of individual in the organization:	
Phone number:	
E-mail:	

Section 8: Additional Comments that May Help in the Grantsmaking Process