



**Community Chest of New Britain and Berlin**  
74A Vine Street New Britain, CT 06052  
Phone: 860.229.6018 Fax: 860.225.2666

### **Grants Guidelines**

Known originally as the Community Chest in the 1930s and 1940s and most recently as the United Way of New Britain Berlin, the Community Chest of New Britain and Berlin (CCNBB) is now a supporting organization of the Community Foundation of Greater New Britain. Under this new legal structure, a local and independent Board of Directors will continue to identify and invest resources in programs and initiatives that benefit the New Britain and Berlin communities.

#### ***Areas of Interest and Priorities***

The Community Chest will continue its tradition of supporting programs in the health and human service area. It will consider requests for program grants, general operating support and seed grants for new programs. Generally, requests for capital equipment are not funded but may be considered on a case-by-case basis. Proposals will be evaluated with respect to available funding and the potential benefit of the project to the community.

#### ***What We Do Not Fund***

The CCNBB does not make grants for:

- Sectarian or religious activities
- Deficits
- Annual or endowment campaigns
- Sponsorships or fundraisers
- Capital campaigns
- Public/independent schools
- Political or lobbying activities
- Direct support of individuals
- Camperships or scholarships for academic and/or enrichment programs
- Performances or one-time events

#### ***Eligibility***

The Community Chest will make grants to non-profit organizations that have tax-exempt status under Section 501(c)(3) of the IRS Code or that are a qualified entity eligible to receive grants from community foundations under the IRS Code. We will consider funding a grassroots group, if it has a governing body and a fiscal agent with the appropriate tax status.

#### ***Grant Size***

The Community Chest Board of Directors expects to make grants in the \$5,000-\$20,000 range. Actual grant awards may vary depending on the scope and type of project.

#### ***Duration of Grants***

In general, CCNBB grants are one year in duration. Renewal funding for a multi-year projects will be considered on a case by case basis.

#### ***Grant Deadlines***

The Community Chest Board meets twice per year to review proposals. The Deadlines for grant applications are April 15 (for the June meeting) and October 15 (for the December meeting).

### ***How Grant Decisions Are Made***

When your proposal is received, it will be reviewed and you will be contacted if additional information is necessary. After staff has had the opportunity to study your complete proposal, we may contact you to arrange a conference or site visit. Final grant decisions are made by the Community Chest Board of Directors. Applicants will be notified by mail of grant decisions. If a grant is awarded to your organization, reports on your progress will be expected. Details regarding when these reports are due will be outlined in your grant award letter.

### ***Questions?***

If you have questions about your proposal or the application process, please contact Kimberly Duncan, CFGNB Office Manager & Scholarship Associate, at 860-229-6018 x300 or via email: kduncan@cfgnb.org.

### **Application Guidelines**

Please send us one hard copy of your proposal and attachments and also email a copy of the cover sheet, narrative and project budget to Kimberly Duncan, CFGNB Office Manager & Scholarship Associate, at kduncan@cfgnb.org. Following the cover sheet, the narrative portion should include the bullet points outlined below and be no longer than three pages:

- Cover Sheet: A cover sheet with contact name and phone number/email, organization name and address, amount requested, mission of your organization, and a concise description of the proposed project. Please indicate if this is a new program.
- Project Description: A description of the project to be funded. What problem or opportunity are you addressing? What is the specific target population that will benefit from the project? How was the need for the project determined?
- Implementation: How will the project be implemented? Why did you choose this approach and what evidence supports it?
- Results: What specific results do you expect to achieve? Halfway through your program, what predictive factors will you look for to tell you that you are on course to achieve your results with the time and money remaining? How will you verify these results?
- Sustainability: What is the plan for long-term financing of this project beyond the grant period?
- Budget: Please include a budget for the project you wish to have funded. In-kind revenues should be shown. Please note the status of other sources of funding for this proposal.
- Organization's current operating budget (*please attach to each copy of the narrative*)

### **Please do not send videotapes, computer disks, binders or other bulky materials.**

Please include **one** copy of these additional attachments with your application:

- IRS Determination letter (or fiscal sponsor confirmation letter);
- Board of Directors list with addresses and affiliations;
- Most recent audit.

Adopted by the Community Chest of New Britain and Berlin Board of Directors, March 17, 2009  
Amended June 16, 2009, Amended September 23, 2010