



## **TOWN OF ENFIELD COMMUNITY SERVICE GRANT PROGRAM**

### **DESCRIPTION OF PROGRAM:**

The Town's Community Service Grant is intended to provide funding to eligible regional non-profit organizations. Enfield recognizes the value of such groups, which offer specialized social services and other programs benefitting its residents. Grants awarded will be in minimum amounts of not less than \$250 to agencies that have already provided such services for at least one year. Funding is limited to Grant Year 2012.

### **ELIGIBILITY STANDARDS:**

To be eligible to apply for grant monies under the Town's Community Service Grant Program, a non-profit organization must satisfy the following standards: 1) serve the Enfield community; 2) operate as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code; 3) directly provide the social services and other programs for which the grant monies are sought.

"Directly provide" means that the regional non-profit organization delivers the social services or other programs itself rather than through a separate entity to which it sub-awards grant monies.

### **APPLICATION PROCESS:**

#### **I. Completion of Application Forms**

All interested non-profit organizations must complete the attached forms, including:

- Name and address of the non-profit organization (applicant is required to list the regional branch if it represents a national or statewide organization).
- Description of the regional services provided.
- Relationship of non-profit organization to the community.

- Approximate number of Enfield residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the grant funds.
- Proof of 501(c)(3) status with a copy of the letter from the IRS or an explanation of why the non-profit organization does not have that status.
- Applicants are also requested to complete the agency fiscal report outlining revenues and expenses for the past year, current year, and next year, as well as the portion of revenue that is used for administration, salaries, and program costs (including salaries that are directly related to administration and/or program costs.)
- Applicants are also requested to provide information on their annual sources of revenue received.
- Any applicant who received funds from the Town in the past is to indicate when the funds were received, the amount of the funds received, and document how those funds were utilized.
- **In addition to the “Original Application,” please submit five copies (double-sided and paper-clipped), as well as one copy of the latest 990 tax form.**

## II. Application Deadline

Completed application forms along with supplemental documents must be submitted by 4pm, October 14, 2011, addressed to:

Town of Enfield  
 Attn: Community Service Grant Program  
 23 Main Street, P.O. Box 373  
 Enfield, New Hampshire 03748

## III. Evaluation of Applications and Selection Process

Following the application deadline, the Town’s appointed Community Service Grant Program Committee, a Budgetary subcommittee, will review and consider proposals from regional organizations. Applicants may be asked to attend a public meeting to address the Committee, answer questions, clarify their use of funds, etc. All proposals will be evaluated to ascertain which non-profit organizations best meet the social service and other program needs that

the Town seeks to satisfy. Factors to be considered, but are not limited to, the following:

- A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the residents of Enfield, if grant funds are awarded;
- B. The number of Enfield residents by age group served by the non-profit organization; geographic areas and total number of clients served by the non-profit organization;
- C. The non-profit organization's history of providing services to the residents of Enfield; and
- D. The non-profit organization's financial need for grant funds to service Enfield's residents.

#### IV. Award of Funds

Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the Budget Committee, which will review the report and consider award of funds to selected non-profit organizations. In all cases, the Town of Enfield retains the sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

#### V. Execution of Agreement

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the Town of Enfield. In addition, the applicant shall submit an end-of-year report for publication in the annual Town Report. NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2012 calendar year.

#### **ADDITIONAL INFORMATION:**

Additional information concerning this program may be obtained by contacting Town Hall at (603) 632-5026.