



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 benefiting its residents. Grants awarded will be in amounts of not less than \$250 to agencies that have already provided such services for at least one year.

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; 4) not propose to use grant monies for specifically religious activities.

"Directly provide" means that the regional non-profit organization conducts 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 Form

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 provide a copy of their most recently filed IRS Form 990 forms (Return of Organization Exempt from Income Tax) from the previous (2) years
- 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 do
- Comment on how those funds were utilized.
- In addition to the “Original application” please provide 5 copies double sided,- paper clipped)

Application Deadline: Requests for the coming calendar year must be received no later than October 15 of the current year. Requests received after October 15th will not be considered.

Completed application forms along with supplemental documents must be delivered to:

Town of Enfield
Human Services Department
74 Lockehaven Road
PO Box 373
Enfield, NH 03748

II. 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.

III. 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.

IV. Execution of Agreement

Non-profit organizations selected to receive funds may 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 emailed to Alisa Bonnette, Assistant Town Manager, at abonnette@enfield.nh.us. End of year reports must be submitted not later than the end of the first week of January following the year of the grant award.

ADDITIONAL INFORMATION:

Additional information concerning this program may be obtained by contacting Town of Enfield, Human Services Director at (603) 442-5429 or DPWAdmin@enfield.nh.us