

Fund for Columbia County

a fund of

Berkshire Taconic Community Foundation

Grant Guidelines and Application

To help provide support for nonprofit organizations in Columbia County, the Berkshire Taconic Community Foundation established the Fund for Columbia County in 1999. Through annual grant making, the Fund supports projects in the arts, education, environment, preservation, health and social services that directly impact the population served by your organization.

The Fund for Columbia County invites applications from nonprofits working in the above categories. Please note that the Fund for Columbia County does not provide support for individuals, capital campaigns, or general operating expenses.

In recognition of the impact of the current economic challenges, the Fund is also accepting applications this year to support initiatives and programs that are critical to sustaining the community in difficult times.

The mission of the Berkshire Taconic Community Foundation is to improve the quality of life in Berkshire, Columbia, northwest Connecticut and northeast Dutchess Counties. We recognize that it is the work of area nonprofits that helps advance this mission. The Foundation is committed not only to making grants, but to ensuring effective management of nonprofit organizations. To this end, we encourage all area fund applicants to participate in Berkshire Taconic-sponsored seminars and workshops for nonprofit staff and board members. For more information, please visit our website: www.berkshiretaconic.org.

Eligibility

1. Proposals are considered from organizations (nonprofits, municipalities, community organizations) serving the residents of Columbia County. Organizations providing services in Red Rock should apply to the Quailwood Fund (see Quailwood Fund guidelines). An organization may only submit one request to one of these funds in an annual grant cycle.
2. Community groups may apply using a nonprofit organization as a fiscal agent.
3. Preference is given to organizations that rely primarily on local community support.
4. Preference is given to applicants able to show a capacity to provide matching funds for the amount awarded either in cash or in in-kind donations/services.
5. Grants will not be awarded retroactively to replace funds that have already been expended.
6. Requests from organizations working with or in schools must be accompanied by a letter of support from the school principal and/or superintendent.

Berkshire Taconic Community Foundation

271 Main Street—Suite 3, Great Barrington, MA 01230-1972

T: 413.528.8039 | F: 413.528.8158 | info@berkshiretaconic.org | www.berkshiretaconic.org

The Foundation does not support organizations which in their constitution, by-laws or practice, discriminate against a person or group on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation or religious belief.

Awards

Grants usually range from \$1,000 to \$2,000. An assessment of the project's outcomes will be required once the program or service funded is completed and before any applications are submitted to the Fund for Columbia County for further funding.

To Apply

Complete the attached application form and send it to Berkshire Taconic. Please ensure to address the review criteria.

ATTENTION: ARTS AND CULTURAL ORGANIZATIONS

Beginning this year, Berkshire Taconic Community Foundation is engaging in a new partnership with the New York Cultural Data Project (NYCDP). The first management tool of its kind, the NYCDP is a state-wide, collaborative effort of public and private funders throughout New York and consists of an online system for collecting and standardizing historical financial and organizational data. Berkshire Taconic Community Foundation, along with other funders in New York, now **requires** cultural organizations applying to this fund to complete a Data Profile **annually** through the NYCDP website (www.nysculturaldata.org). The information you enter into the Data Profile will be used in your application to the Fund for Columbia County, and in other applications you might make to Berkshire Taconic Community Foundation or other participating funders throughout the state.

The NYCDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in New York, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

For more information about the NY Cultural Data Project, please see www.nysculturaldata.org.

Deadline

Applications must be received at the Berkshire Taconic's office by 5 p.m. on April 1st.

Notification

Applicants will be notified of Berkshire Taconic's decision within three months of the deadline date.

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Review Criteria and Process

Applications will be reviewed by the Fund for Columbia County committee and the Berkshire Taconic board of directors using the following review criteria in the context of the others in the applicant pool and decisions will be made based on where the Fund's grants can have the largest impact and leverage:

- **Excellence:** How worthy is the project/service? Is it the right time for this project? Does it involve qualified individuals and organizations?
- **Impact:** What is the potential impact of the project or service on the community? Does it engage the community? Does it address an unmet need in the community? Is it a critical program or initiative at this time?
- **Ability:** Can the applicant complete the project? Does the organization exhibit a demonstrated capacity to initiate and successfully execute this project? Are the appropriate staff members or volunteers involved?
- **Commitment:** In addition to the proposed project, what evidence can the applicant provide that indicates the organization's commitment and ability to fulfill its mission.

Questions

If you have questions on any part of the grant application process, please contact Brian Thayer, stewardship coordinator, at 413.528.8039 or email at bthayer@berkshiretaconic.org. A list of previously awarded grants is available on our website.

Berkshire Taconic Community Foundation

The Fund for Columbia County is an area fund of Berkshire Taconic Community Foundation. Berkshire Taconic Community Foundation is the community foundation for Berkshire County, MA; Columbia County and northeast Dutchess County, NY; and northwest Litchfield County, CT. Its mission is to build stronger communities and a better quality of life for all residents of its region. Thanks to its generous donors, each year Berkshire Taconic distributes more than \$7 million annually in scholarships and grants for programs in the arts and education, health and human services and environmental protection. Since 1987, families, individuals and community groups have been establishing charitable funds with us that we invest and administer. We are proud to be the steward for the Fund for Columbia County. Berkshire Taconic Community Foundation is a 501(c)(3) charitable organization

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The following information should accompany all grant requests to the Foundation. For your convenience, you may choose to copy and fill out this cover summary or to create your own one page version using the headings listed below.

Date: _____

1. Legal name of Organization: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Fax: _____ Email: _____

2. IRS 501(c)(3) nonprofit: Yes No

a. If no, identify your fiscal agent and include a copy of a written agreement from fiscal agent to sponsor the project. Fiscal agent _____

3. Contact person and title: _____

4. Executive Director (if different from contact): _____

5. Amount requested: \$ _____

Organization's mission:

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7. Brief summary of the proposal:

8. List three expected measurable outcomes of the proposed project (e.g. # individuals expected to participate, acquisition of a piece of equipment, etc.)

i. _____

ii. _____

iii. _____

9. Total annual organization budget: \$ _____ Fiscal Year End ____/____/____

10. Project budget: \$ _____

11. The period this grant will cover: ____/____/____ to ____/____/____

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Proposal Narrative

1. In no more than 1 page, give a brief profile of your organization including summary of organization's history, goals, constituents and key achievements.
2. In no more than 2 pages
 - a. Profile of your request including a description of how your request addresses the review criteria of: excellence of project or service; its impact on the community; and the ability of the organization to carry out the project.
 - b. How your project will further the purpose of the Fund to which you are applying as described in the Fund's guidelines
 - c. Community, regional or organizational needs or challenges addressed by the proposed project
 - d. Specific methods and timetable for meeting your stated objectives
 - e. Intentions for this project's future, including sustainable funding, if applicable
 - f. Strategies for raising matching funds or in-kind donations.
 - g. If a grant is not awarded from the Fund for Columbia County, what part of the project will be cancelled or severely curtailed?

Attachments

All of the following attachments must accompany the proposal.

1. IRS letter confirming 501(c)(3) tax-exempt status unless this is already on file at Berkshire Taconic.
2. Current Board list with names and addresses
3. Most recent independent audit or Form 990.
4. Detailed project budget showing income and expenses, including any other companies and foundations being approached to fund this proposal, with dollar amounts indicating which sources are committed, pending, or anticipated.
5. Current organizational operating budget. **For arts and cultural organizations only:** New York CDP Funder Report for Berkshire Taconic Community Foundation—Fund for Columbia County
6. Certificate of Non-Discrimination.

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CERTIFICATE OF NON-DISCRIMINATION

The governing board of: _____

maintains the following policy of non-discrimination:

1. No person is excluded from organization programs or benefits because of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.
2. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law with regard to hiring, assignment, promotion or other conditions of staff employment.
3. There is no discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law on the agency's governing body.

I certify that the practices of this organization conform to the policy of non-discrimination stated above.

Date

Typed or printed Name of Organization

Typed or printed name of President or Board Chairperson

Signature of President or Authorized Official

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