



CROCKETT COMMUNITY FOUNDATION MICROGRANT APPLICATION
(For grants up to \$1,000)

Date: _____ **Amount Requested:** _____

1. Name of contact person or person filling out this application:

2. Contact telephone: _____

Contact e-mail: _____

3. Name of tax-exempt organization to receive grant funds on behalf of applicant: _____

4. Address of sponsoring organization:

5. Authorized signature of sponsoring organization.

6. Description of your project. On a separate sheet of paper please answer the following questions:

- a) Describe your project or program.
- b) If your project involves construction, provide a set of plans and list of materials.
- c) In a detailed budget, list the equipment, services or materials you plan to use the grant for.
- d) How will your project benefit residents of Crockett, Port Costa and Tormey?
- e) Provide IRS tax determination letter as evidence that the sponsoring organization is tax-exempt.
- f) When do you plan to begin your project?
- g) When will your project be completed?

7. Hints on filling out the above application:

- a) Tax-exempt organizations in Crockett, Port Costa or Tormey may apply for grants up to \$1,000 per project.

- b) The aim of the micro-grant process is to provide funding to small projects of benefit to the people of Crockett, Port Costa and Tormey.
- c) If you have any questions about this application, call the Foundation office at 787-9708.
- d) The application must be filed with the Secretary of the Crockett Community Foundation, PO Box 155, Crockett, CA 94525. The application must be filed no later than the first Thursday of each month in order to be considered at the following monthly meeting of the CCF Board.

MICROGRANT PROCESS

- PURPOSE:** To create a quicker, simpler funding mechanism for very small grant requests than is available in the competitive, regular grant process.
- ELIGIBILITY:** Nonprofit organizations serving Crockett, Port Costa and Tormey may seek micro-grants for themselves or as sponsors for other groups. The eligibility requirements and limitations of the regular grant process apply. Grants are not made to individuals, or for the benefit of individuals. IRS requirements apply.
- GUIDELINES:** Proposals should address the stated objectives of the Foundation. The microgrant program is primarily intended to fulfill needs for equipment, supplies etc. Organizations wishing to request funding to support fundraising events should apply for the Fundraising Assistance program. Proposals will be evaluated based on enduring value to the community.
- GRANT LIMIT:** Microgrants will not exceed \$1,000. Applications should be for stand-alone projects. Dividing budgets of individual projects to meet this limit is not allowed.
- SCREENING PROCESS:**
- Microgrants must be submitted by the first Thursday of the month for consideration at the next regular meeting of the CCF Board. A representative from the applicant organization must appear before the Crockett Community Foundation Project Funding Committee at their regularly-scheduled meeting to present information regarding the funding request. Foundation staff will contact the applicant organization to confirm the date and time for the meeting. In addition, the applicant is required to attend the regular meeting of the CCF Board at which the microgrant recommendation will be presented.
- BUDGET:** The budget for microgrants will be \$10,000 per year. Microgrants will reduce the funds available for competitive grants and must therefore be small, productive and publicly popular. "First-come-first-served" is not the intent of the Board in making grants.
- APPLICATION PROCEDURES:**
- 1) Microgrant applications must be filed with the Secretary of the Crockett Community Foundation, PO Box 155, Crockett, CA 94525. Applications will be accepted at any time, but need to be in the office on the first Thursday of each month to be considered at the following month's CCF board meeting.
 - 2) When received by the Secretary, applications will be logged in, and copies will be made for distribution to the CCF Project Funding Committee and Board.
 - 3) The Secretary will contact the applicant to set up a time to appear before the Project Funding Committee. Applications will be screened for eligibility and value to the community.

- 4) The Project Funding Committee will vote its recommendation for all applications reviewed. Using a standard form, the Committee's recommendation will be provided to the CCF Board of Directors.
- 5) The Board will consider microgrant recommendations with minimum presentation by the applicant at their monthly meeting. The Board will make the final determination on all applications.
- 6) Funded applicants must sign grant agreements with reporting requirements and other conditions.
- 7) The Board will submit requests to our parent agency, the East Bay Community Foundation, that microgrant checks are cut as soon as possible. Applicants may need to be patient.

How to apply for a grant

Crockett Community Foundation does not discriminate or give preference on the basis of race, religion, sex, age, national origin, sexual orientation or disabilities in the hiring of staff or providing of services.

Eligibility Requirements

1. The applying organization or agency must be operated and organized so that it does not discriminate or give preference in the hiring of staff or providing of services on the basis of race, religion, sex, age, national origin or disabilities.
2. All public non-profit organizations and public agencies providing services within the Crockett Community Services District and Tormey are eligible.
3. Projects must be located in and serve the people in the geographic area previously mentioned.
4. Applicants must be legally incorporated public non-profit organizations or be fiscally represented by a legally incorporated public non-profit organization..

Eligibility Limitations

The current objectives of the Board do not allow for grants for the following purposes:

1. Establishing endowments.
2. Religious organizations for religious purposes.
3. Direct assistance to individuals or businesses.
4. Existing obligations, deficits or retroactive funding, (i.e., a project that has already been started, money has been spent on or developed as it is related to this application).
5. Routine operating expenses or staff salaries.
6. Incurring a debt liability.
7. Conferences.
8. Political parties or organizations.
9. Replacing County funding for existing County services and responsibilities.
10. Providing items or prizes to individuals.

Responsibilities of Grant Recipients

Each grant recipient is held accountable for using the Foundation grant in compliance with the proposal and any additional terms placed on the grant by the Crockett Community Foundation. In addition, each recipient must:

- Institute adequate controls over project funds to ensure that all funds are properly accounted for.
- Present invoices to the Foundation on request.
- Ensure that the Foundation is kept properly advised of significant factors affecting the successful outcome of the project or program and any significant deviation from the proposed scope, starting date or completion date of the project or program.
- Upon completion of grant expenditures provide the Foundation with a final audit of funds received and expended.

Foundation grant moneys not spent for the purposes intended by the Crockett Community Foundation in making the grant must be returned to the Foundation within 30 days of termination of the proposed project or program.

Grantseekers need not contact members of our Elected Board regarding the microgrant process. The Foundation's Project Funding Committee will answer questions and assist you in completing the application forms, and we encourage your inquiries.

To set up an appointment for assistance call: 787-9708.