



2020 Invitation for Grant Proposals for the Cape Ann Community Foundation

Deadline for submissions: May 1, 2020, 5 PM

Guidelines:

The Cape Ann Community Foundation (CACF) is a 501(c)(3) non-profit charitable organization established in 2015 by the Cape Ann Chamber of Commerce to manage and award grants from the proceeds from the Cape Ann License Plate. Governed by a nine-member Board of Directors, the CACF will make grants in support of improving the economy and overall quality of life for the residents of Cape Ann in the following areas:

- **Regional promotion:** projects that support and enhance the quality of life for the Cape Ann region and the communities of Essex, Gloucester, Manchester-by-the-Sea and Rockport; and promote Cape Ann as a desirable place to live, work, recreate and vacation.
- **Economic Development:** projects that expand employment opportunities and enhance the economic vitality of Cape Ann, including but not limited to projects that facilitate the start-up of new enterprises or the expansion of existing enterprises on Cape Ann.
- **Training and Education:** projects that support the training and education of the current and future Cape Ann workforce, including entrepreneurial training, to help Cape Ann residents succeed and thrive in the 21st century economy.

The CACF focuses its grant-making on the Cape Ann region and the communities of Gloucester, Rockport, Essex and Manchester-by-the-Sea.

Requests are sought in the \$2,000 to \$5,000 range. Grant funds are available to support activities that occur after the date of the grant award. ***Please note that the Board of Directors favors:***

- Projects that will serve a wide segment of the community and assist those who are not served adequately by existing resources;
- Demonstration projects that provide practical approaches for dealing with specific problems; and
- Projects where the Foundation's contribution is likely to leverage additional support.

Evaluation Criteria: Grant applications will be evaluated using the following criteria:

- Consistency with CACF mission and purpose
- Applicant eligibility
- Benefits for the Cape Ann community
- Completeness
- Overall quality of application
- Capacity of applicant to complete the project
- Demonstration of need for the project
- Benefits to an underserved group or community
- Demonstration of support for project

Eligibility: Eligible applicants include religious, educational, scientific and cultural institutions; poverty relief agencies; and in general any organization that qualifies as a 501(c)(3) charity according to the IRS and is based in or providing services to the Cape Ann community. Local governments and their subdivisions in the communities of Essex, Gloucester, Manchester-by-the-Sea and Rockport are also eligible to apply for CACF grants.

Proposal review will be conducted by The CACF Board. The review process may include a site visit, phone conversation or presentation. Generally, the Board of Directors will meet to consider and make final decisions on grant applications. Notification of action on your request will occur after the Board's decision.

We hope you will carefully review the terms of this Invitation for Proposals and submit a proposal only if your project meets the application guidelines and eligibility requirements.

Questions or requests for additional information should be directed to Peter Webber at peter@capeannchamber.com or (978) 283-1601.



Cape Ann Community Foundation Grant Application

APPLICATION AND REVIEW SCHEDULE

Completed Applications due: May 1, 2020

Requested Grant Award _____

The mission of the Cape Ann Community Foundation is to enhance the economic environment and overall quality of life of the Cape Ann region and the four Cape Ann communities of Essex, Gloucester, Manchester-by-the-Sea and Rockport. The Foundation looks to carry out and sustain this mission through a variety of means, including, but not limited to: promotion, community and economic development, education and training, strategic planning and action. To be a successful applicant your application must support the Foundation's mission of enhancing the economic environment or overall quality of life on Cape Ann.

All applications will be reviewed and voted upon by the Foundation's Board of Directors.

APPLICATION PROCESS

- Applications must be submitted using the "Project Application Cover Sheet." Additional pages should be added as necessary.
- Applicants should **submit 12 paper copies of the application, double-sided, plus an electronic copy.** Email electronic copy to peter@capeannchamber.com.
- Submit written applications to:

Cape Ann Community Foundation

33 Commercial Street

Gloucester, MA 01930

CACF APPLICATION INSTRUCTIONS

1. Complete the **Application Cover Sheet**.
2. Include the following information:
 - **Narrative:** A description of the project. Include responses to the following questions:
 - What Cape Ann Community Foundation mission criteria does this project meet?
 - What community need(s) does this project serve? If the project serves multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.
 - What specific guarantees will assure the completion and success of the project? Describe the nature and level of community support for the project.
 - How will the success of this project be measured?
 - Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.
 - **Project Budget:** Please provide the total budget for this project, including detailed costs and specifically how CACF funds will be spent (See Budget Form). All items of expenditure must be clearly identified. Include project quotes, or show why this is not appropriate or feasible. List any additional funding sources, either committed or under consideration. Include commitment letters if available. **Multi-Year Funding:** Is there potential for future funding requests to support this same project?
 - **Project Timeline:** Explain the various stages of the project and when they will be completed. (See **Project Schedule Form**).
 - **Feasibility:** List and explain all further actions that will be required for completion of the project and any known impediments to project implementation.
 - **Visual materials:** Photographs, marketing materials or renderings should be submitted when available.
 - **Applicant Qualifications:** Explain your ability to carry out the project.



CAPE ANN COMMUNITY FOUNDATION PROJECT APPLICATION COVER SHEET

I: Project Information

Project Title:

Project Summary:

Estimated start date: _____ Estimated completion date: _____

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| II: Applicant Information | |
|---|--------|
| Contact Person with primary responsibility for project: | |
| Organization (if applicable): | |
| Mailing Address: | |
| Daytime phone #: | Fax #: |
| E-mail address: | |
| Federal ID# | |

| III: Budget Summary |
|---|
| Total budget for project: |
| CACF funding request: |
| CACF request as percentage of total budget: |

Applicant's Signature: _____

Printed name and Position: _____

Cape Ann Community Foundation

PROJECT SCHEDULE

Please provide a project timeline below, noting all project milestones.

| | Activity | Estimated Date |
|--------------------------|----------|----------------|
| Project Start Date: | | |
| Project Milestone: | | |
| 50% Completion Stage: | | |
| Project Milestone: | | |
| Project Completion Date: | | |

Please note: For approved projects, grant recipients must provide progress reports to the Cape Ann Community Foundation on a semi-annual basis until project completion, along with budget documentation. Grantees will also be expected to support Cape Ann License Plate marketing efforts and assist the Foundation in promoting sales of Cape Ann License Plates , e.g. by including the license plate icon & link on their website, and license plate information in their organizational newsletters, emails, etc.

Please feel free to photocopy or re-create this form if more room is needed.

