



**CAPE ANN  
COMMUNITY  
FOUNDATION**  
LOVECAPEANN.COM

## 2026 GRANT GUIDELINES

### CAPE ANN COMMUNITY FOUNDATION

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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. Given the unique circumstances and challenges presented by the pandemic, CACF's Board of Directors modified the Foundation's grant process in two ways;

1. The Board created a simplified online application.
2. The Board sharpened the focus of the Foundation's grant funding to support the efforts of our region's non-profits and schools to ensure the well-being of our Greater Cape Ann Community as we move through and recover from the pandemic.

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

Requests are sought in the \$1,000 to \$3,000 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.
- 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 Greater 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 based in or providing services to the Greater Cape Ann community. Applicants must be organizations recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and in good standing at the time of application. Organizations that do not have 501(c)(3) status may apply only if they have a qualified fiscal sponsor that is a 501(c)(3) public charity. In such cases, the fiscal sponsor must agree to accept full legal and financial responsibility for the grant funds and enter into a grant agreement with CACF.

Local governments and their subdivisions, including public school districts, in the communities of Essex, Gloucester, Ipswich Manchester-by-the-Sea and Rockport are also eligible to apply for CACF grants.

Proposal review will be conducted by the CACF Board of Directors. The review process may include a site visit, telephone conversation or presentation. Generally, the Board 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 that 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 Sam Bevins at [sam@capeannchamber.com](mailto:sam@capeannchamber.com) or (978) 283-1601.

## Winner Requirements

- Attendance at the grant check presentation (tentatively at our fundraiser in June at Cape Ann Lanes in Gloucester)
- Record a short video testimonial for use on our website and social media (base script will be provided and video will be roughly 45-90 seconds long)
- Provide a written report on use of funds by December 31, 2026. Please email Tony Sapienza - [tsapienza@gmail.com](mailto:tsapienza@gmail.com)
- Share the news of your award with your supporters and educate your supporters about CACF by sharing our website [lovecapeann.com](http://lovecapeann.com) via website/newsletter/blog/social channels

All grant winners are strongly encouraged to:

- Share our logo on their website
- Follow us on social media (Facebook and Instagram)

## 2026 Board of Directors

- Britta E. Cahoon, Co-Chair
- Tony Sapienza, Co-Chair
- Jody Anselmo, Treasurer
- Sam Bevins, CEO, GCACC
- Jim Brown
- Olivia Jarvis
- Mark Lynch
- Ken Riehl

*Advisors: Lauren Georgiades, Karen Ristuben*